

Biweekly Payroll Timesheet

This form is for departmental use. Be sure to include your payroll account number in the shaded box below.

Pay Period Beginning and End Date
to

Last Name	
First Name	Employee ID

I hereby certify that the time recorded represents actual hours of employment for the period indicated.

Employee Signature	Job Title
Project Name	Student <input type="checkbox"/> Yes <input type="checkbox"/> No

	Date	In	Out	In	Out	In	Out	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Week 1 Hours								

	Date	In	Out	In	Out	In	Out	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Week 2 Hours								

Total Hours Worked for Pay Period

Supervisor Verification: Repeat Total Hours Worked

1. Hours at Straight Time	2. Hours at Time & ½	3. Hours at Double Time	Hours to Pay Shift Differential
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Payroll Account Number

AREA	ORG	SUBORG	OBJECT	SUBJECT
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Supervisor Signature	Date
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TIME CARD AND PAYCHECK SCHEDULE



PAY PERIOD (start/end)	TIME CARDS DUE 1:00 PM ON:	CHECKS AVAILABLE AFTER 10:00 AM ON WEDNESDAY: <i>101 Rapson Hall or 240 McNeal</i>
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06/11/07 - 06/24/07	Monday 6/25	July 3, 2007
06/25/07 - 07/08/07	Monday 7/9	July 18, 2007
07/09/07 - 07/22/07	Monday 7/23	August 1, 2007
07/23/07 - 08/05/07	Monday 8/6	August 15, 2007
08/06/07 - 08/19/07	Monday 8/20	August 29, 2007
08/20/07 - 09/02/07	Tuesday 9/4	September 12, 2007
09/03/07 - 09/16/07	Monday 9/17	September 26, 2007
09/17/07 - 09/30/07	Monday 10/1	October 10, 2007
10/01/07 - 10/14/07	Monday 10/15	October 24, 2007
10/15/07 - 10/28/07	Monday 10/29	November 7, 2007
10/29/07 - 11/11/07	Monday 11/12	November 21, 2007
11/12/07 - 11/25/07	Monday 11/26	December 5, 2007
11/26/07 - 12/09/07	Monday 12/10	December 19, 2007
12/10/07 - 12/23/07	Monday 12/24	January 2, 2008
12/24/07 - 01/06/08	Monday 1/07	January 16, 2008
01/07/08 - 01/20/08	Tuesday 1/22	January 30, 2008
01/21/08 - 02/03/08	Monday 2/04	February 13, 2008
02/04/08 - 02/17/08	Monday 2/18	February 27, 2008
02/18/08 - 03/02/08	Monday 3/03	March 12, 2008
03/03/08 - 03/16/08	Monday 3/17	March 26, 2008
03/17/08 - 03/30/08	Monday 3/31	April 9, 2008
03/31/08 - 04/13/08	Monday 4/14	April 23, 2008
04/14/08 - 04/27/08	Monday 4/28	May 7, 2008
04/28/08 - 05/11/08	Monday 5/12	May 21, 2008
05/12/08 - 05/25/08	Tuesday 5/27	June 4, 2008
05/26/08 - 06/08/08	Monday 6/09	June 18, 2008

Time cards must be placed in the Financial Service Office by 1:00 PM on the designated day. Not meeting this deadline will delay your paycheck until the next pay date. The department is not responsible for requesting your timesheet.

- Minneapolis – 109 Rapson
- St. Paul – 46 McNeal

- Please submit timesheets bi-weekly. Do not hold timesheets for pay later.
- If working more than 8 hours per day, a ½ hour break must be indicated
- Record time in quarter-hour increments and total the hours
- Get your supervisor's signature
- **Please include your ID number**

Please go to the **University of Minnesota Employee Self-Service** Web Site (<http://hrss.umn.edu>) to view and/or make changes to the following information:

- Pay statements
- Direct deposit
- Address and telephone numbers
- W-4
- W-2

A newsletter and a Q & A web site are also available online or call the HRMS Helpline @ 612-625-2016.

Should you have any questions about Payroll, please call the Payroll Manager:

- Bethany Frappier, Minneapolis: 612-625-8183
- Nancy Galas, St. Paul: 612-624-4839

