New Mexico State University
Payroll Services
Timesheet for Temporary Staff and Student Employees - Instructions

*For assistance with completing the form call or email the Payroll Services at 575-646-3PAY (3729) or payroll.services@nmsu.edu

Purpose	**The paper timesheet should only be used to correct an electronic entry, if the employee failed to submit time by the deadline or missed pay. The paper timesheet should be filled out completely and properly. Signature of Supervisor/Approver is <u>required</u> before submitting to Payroll Services. Incomplete, handwritten, forms printed in portrait or minimized are not acceptable and will be returned to the department. A paper timesheet <u>should not</u> be used to enter time as a regular method of pay. The electronic timesheet is the official time keeping system of the university.**
Employee ID Number & Name	The ID is the 800xxxxxx assigned to the employee in Banner.
Department Org	Enter Department Org number located in NBAJOBS.
Position Number & Suffix	Enter position number for which time is being submitted-6 digit position number and 2-digit Suffix number.
Pay Period Dates & Payroll No.	Click on the drop down button and select the beginning of a pay period that corresponds to the time being submitted. The ending pay period date and the corresponding payroll number will default. Pay period dates are from the 1st through the 15th or the 16th through the last day of the month. For pay period dates click on link for pay schedules located at https://payroll.nmsu.edu/. **Important: Pay period dates must be selected in order to enter time on the days of the week.**
Earn Code (EC)	To view the Earn and Shift codes, hover the cursor over the empty fields below the columns. Click on the drop down to make a selection. An Earn Code must be selected in the drop down button for hours to total. Select an Earn Code that corresponds to the employee ECLS (Employee Classification). Use the continuation page if more Earn Codes are needed. Hours are rounded to the nearest quarter hour increments. For example: 15 minutes =.25, 30 minutes = .5, 45 minutes =.75. Enter hours only on the days they were actually worked. **Important: <u>Moving hours to another date to avoid paying overtime is prohibited and violates FLSA Law.</u>**
Shift 1=Day (most common shift code used)	A Shift must be selected in the drop down button in order for hours to total. **Shift 1= (Day Shift) @ regular rate of pay unless approved to work another shift.** Differential shifts: S= Swing @.10, G=Graveyard @.40, L=Library @.50, M=Midnight @1.00.
Total Hours	Total Hours populate automatically when hours are entered in the worked days.
Total Hours by Earn Code (EC)	Total Hours by Earn Code populate automatically.
Reason for paper submission	Provide a reason why a paper timesheet is being submitted.
Employee Signature	The Employee Signature. If employee is not available to sign enter 'Employee Not Available'.
Supervisor/Approver's printed name	The Supervisor/Approver printed name is required.
Supervisor/Approver's Signature	Supervisor/Approver signature is required.

New Mexico State University
Payroll Services
Timesheet for Temporary Staff and Student Employees

SECTION 1: REQUESTOR INFORMATION - Incomplete, handwritten, forms printed in portrait or minimized are not acceptable and will be returned to the department.

Employee ID: _____ Last Name: _____ First Name: _____ Dept. Org: _____

Position No.: _____ Suffix: _____ Pay Period: _____ to _____ Pay No.: _____

SECTION 2: PAY PERIOD HOURS WORKED

To view the Earn and Shift codes, hover the cursor over the empty fields below the columns. Click on the drop down to make a selection. Enter hours for each day worked.
Round off hours worked to the nearest quarter ¼ hr=.25; ½ hr= .50; ¾ hr=.75; 1 hr =1.00

Week 1

Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Total									

Week 2

Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Total									

Week 3

Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Total									

Week 4

Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Total									

Earn Code	RGT					RGS					RGW					Total Hours
Shift	1	S	G	M	L	1	S	G	M	L	1	S	G	M	L	
Hours																
Total by Earn																

SECTION 3: OFFICIAL APPROVAL

I certify that the timesheet I am submitting accurately reflects hours worked and/or leave taken during this time period.

Reason for paper timesheet: _____

Employee Signature: _____ Date: _____

Supervisor/Approver Printed Name: _____ Signature: _____ Date: _____