HOW TO FILL OUT AND SUBMIT YOUR HOURLY TIME CARD

It is the employee’s responsibility to complete their timecard, have it signed and submitted in time for payroll. A courtesy email may be sent bi-weekly from the department as a reminder. Time cards need to be submitted on the 15th and the 30/31st of each month. If this day falls on a weekend/holiday, please have it to the office the business day prior. Department Contact is Kelly Seipert: Kelly.Seipert@usu.edu, 435-797-2809, ANSC 108.

Information you need to know before filling out your time card:

- Time cards are located in the lobby of the Animal Science Building, in the purple folder, attached to the north bulletin board.
- There are 2 pay periods; the 1st-15th and the 16th-30/31st of each month. Do not combine pay periods.
- Indicate hours in 15 minute increments (i.e., 1hr = 1.0, 1hr 15min = 1.25, 1hr 30min = 1.50, 1hr 45min = 1.75).

How to fill out your time card:

1) Start by entering your information: Name, A-number, pay period dates, pay period dates, instructors name and course number.
2) Enter the date in the small box and your hours in the main section of each day; remembering to use 15 min increments.
3) Calculate hours for each week in the “week total” column and total at the bottom.
4) Calculate your pay by multiplying your total hours by your rate. (If you are unsure of your rate contact Kelly Seipert).
5) Sign your timecard and have your supervisors signature before turning in your time card.
# Utah State University Payroll Time Card

**Name:**

**Pay Period:** 1-15 or 16-31 (circle one)

A Number: ____________________________

Instructor: ____________________________

Course: ____________________________

*Indicate hours in 15 min increments. (i.e., 15min = .25, 30min = .50, 45min = .75)*

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Employee Signature: ____________________________

Instructor Signature: ____________________________

Total: ____________________________

Rate: ____________________________

Amount: ____________________________

*This time record to be maintained by the Employing Department for 3 years.*

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**Utah State University Payroll Time Card**

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**Pay Period:** 1-15 or 16-31 (circle one)

A Number: ____________________________

Instructor: ____________________________

Course: ____________________________

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