

## HUMAN RESOURCES OFFICE

DATE: January 1, 2012  
TO: All ACC Employees  
FROM: Joseph Bleicher, Director of Human Resources

### **SUBJECT: Time & Attendance Processing**

The college uses a standard timesheet and statewide attendance codes that allow processing of the payroll to be more accurately and efficiently done. Each employee will be required to complete an "INDIVIDUAL BIWEEKLY TIME SHEET" at the close of each pay period. Each employee must sign and date the completed time sheet and submit it to his/her supervisor for approval, (indicated by the supervisor's signature). Supervisors will then forward to the Payroll Unit (accurate, complete and signed) timesheets of all employees who report directly to them. Supervisors should ensure that the timesheets reach Payroll no later than noon on the Monday following the end of the pay period. This will allow the payroll to be processed, balanced and corrected prior to closing.

Each employee must complete all information required for those entries highlighted in the attached example. In anticipation that some employees may not remember their state employee ID number (required at the top left-hand corner of the time sheet), please note that your number appears on your current paycheck/stub. This number must be on each and every "INDIVIDUAL BIWEEKLY TIME SHEET".

Please: Use only the Codes listed at the bottom of the time sheet. Your attendance balances appear on your pay stub as a tool to help manage your personal accruals. Careful reporting through you and your supervisor will help ensure accuracy.

Thank you for your cooperation. If you have any questions, please feel free to contact Cheryl Cyr (ext. 3045) or Joyce Catania (ext. 3180).

Enclosures

## **INSTRUCTIONS FOR COMPLETEING THE BIWEEKLY TIMESHEET**

- 1.) **Pay Period:** Enter the beginning date of the payroll period, at the top center of the form, as indicated.
- 2.) **Enter Employee ID** number (located on your current pay advice; if you do not know or remember your employee ID number, contact Joyce at ext. 3180).
- 3.) Enter your full name.
- 4.) Enter your “**location**” on the next line (e.g., HR).
- 5.) Enter the Mo/Day of the first Friday of the current pay period.
- 6.) Enter the # that indicates the shift you work (**1<sup>st</sup>**, or **2<sup>nd</sup>**). Although schedules may vary with respect to start and end times, if you are a regular employee working during the primary hours of the College’s operations and you have not been specifically assigned otherwise, you will likely post “1” to indicate **1<sup>st</sup>** shift.
- 7.) Enter **applicable code as shown in the legend**, e.g., under Friday December 4th, on the first line, enter the hours worked. If you were at work for 5 hours and out 2 hours, you would put the 5 hours in the first box and 2 hours in the second box.
- 8.) The **TRC** column represents the time code to be charged for all the hours on that line. For example 5 hours **REG** and 2 hours **VAC**
- 9.) Sign your **name** (your **usual signature** is required; do not print or type) and enter the **date** that you actually sign the time sheet.
- 10.) Supervisors should sign the **Supervisors Signature** section for each employee who reports to them and the **date** that the sheet is actually signed.

**If there are any questions and/or concerns regarding the completion of the biweekly time sheet, please contact Cheryl Cyr at ext. 3045 or Joyce Catania at ext. 3180.**

**REMINDER:** Individual biweekly time sheets are due in Payroll by noon on the Friday following the close of the payroll period.