

Timesheet Tips and Suggestions

You can help to avoid delays in your pay by following these simple suggestions:

- Submit your online time sheet and turn in the signed paper copy. If you are not utilizing the online timesheet process please contact the Payroll Office or CRC for your user name and pass word. If you plan to be away when your timesheet is due you can submit online early. Employee signature is required. Timesheets should be reviewed for accuracy and signed by the supervisor, but will be accepted prior to approval while the supervisor is out of town (please leave the signature block blank). Payroll must be notified in writing of transfer of signature authority.
- Use the correct timesheet date, always the last Saturday of the pay period. By selecting '*View a Timesheet*' the current pay period date is highlighted in red.
- Insert the account name or work order number for each row of time entry. If you're not sure what account to charge, your supervisor will have this information. You can select an account from one of the drop down menus at the bottom of the timesheet. If the account is not available you may create a new account by following these directions:
 - Select '*Add/View/Find My Accounts*' next to '*View a Timesheet*'.
 - Select '*Add/Find accounts*'.
 - Enter name of account under '*My Code*'.
 - Enter *Description* (Optional)
 - Enter the EXACT account name or Work Order Number (if you do not have the exact name or number, use the search engine. If you still do not find this information please contact the Payroll Office).
 - *Submit*. The account will be available in the first drop down menu at the bottom of the time sheet.
- Enter Hours/Unit on the right account column and 'Save' after each account entry. (Note: if you do not select save, your timesheet will print out blank) After all hours/units have been entered select '*Print & Submit Timesheet*'.
- All signatures on your timesheet must be in blue or black ink. Your timesheet is a legal document.
- Turn in to the Payroll Office on the due date. The Payroll Office sends out an email reminder on Monday and Wednesday the week your time sheet is due. If you are not receiving this email please contact the Payroll Office.
- **Faculty:** If you charge to teaching or GIP, please name your research group or department. If you charge to a proposal, please write in the proposal number. Holidays should be charged to regular accounts. If you charge to Paid Time Off you must name an account to charge. Please follow these directions:
 - Select your account to charge, enter the hours and 'Save'.
 - Select the PTO account, enter the same hours and 'Save'

Note: By doing this, 16 hours a day will appear on the timesheet but only 8 hours a day will be charged. Reporting PTO hours are for tracking purposes only.

- **Travelers:** You may submit your online timesheet while traveling or submit it prior to leaving. When submitting while on travel use the “On Travel-Submit Only” selection and notify Payroll by email payroll@gi.alaska.edu that you have submitted your timesheet from travel status.
- **Jury Duty:** You are NOT considered a State employee. If you have mistakenly notified the Jury Clerk that you are a state employee, you will need to notify them to correct it. Once you receive your Jury Summons and your check please submit these items to the Payroll Office (endorse the check to “Geophysical Institute”).
- **Timesheet Corrections:** Timesheet corrections require a new “Revised” time sheet. After a payroll has processed, corrections must be requested in writing; under no circumstances should timesheet charges be crossed out or altered.
- **Labor Redistributions:** For Labor Redistribution request forms, go to the following address <http://www.alaska.edu/hr/forms/PDF/b240-la.pdf> Complete a revised timesheet and submit all paper work to Payroll.

Time Reporting Requirements

Leave Eligible Staff:

- Full Time = 80 hours (Holidays/Leave = 8 hours a day)
- Three Quarter Time = 60 hours (Holidays/Leave = 6 hours a day)
- Half Time = 40 hours (Holidays/Leave = 4 hours a day)

Exempt Employees: Report percentage of effort, not necessary to report daily effort. Although do report Daily Leave use.

- Full Time = 80 Units
- Three Quarter Time = 60 Units
- Half Time = 40 Units

Visiting Research Scholars (Exempt level employees): Report number of units as directed by the Payroll Office.

Non-Exempt Regular Employees: Report all hours worked, with leave taken, for a total of 80 hours (full time), 60 hours (3/4 time), 40 hours (1/2 time). Flex time is not allowed between workweeks. Comp time is against University Regulation. Leave without pay is authorized only with prior supervisory approval. Overtime is paid for hours worked in excess of 40 per work week, as approved in advance by the employee’s immediate supervisor, unless it is an exception by the Fair Labor Standards Act and/or the Alaska Wage and Hour Laws. Hours worked excludes all leave and holiday hours.

Non-Exempt Temporary Employees: Report all hours worked. Not eligible for holiday. Flex time is not allowed between workweeks. Comp time is against University Regulation. Overtime is paid for hours worked in excess of 40 per work week, as approved in advance by the employee’s immediate supervisor, unless it is an exception by the Fair Labor Standards Act and/or the Alaska Wage and Hour Laws. Hours worked excludes all leave and holiday hours.

Graduate Research Assistants: Report 1 Unit per pay period. List units in the first Monday column (this will total the Units in the Totals column). RA's do not report actual hours worked and are paid a stipend each pay period. Do not report leave or holiday taken. Ph.D. students are eligible for a pay increase after advancement to candidacy. It is your responsibility to inform the Payroll Office after approved for advancement to receive the pay increase.

Student Assistants: Report all hours worked. Full time work is allowed during the summer months. Not eligible for holiday.

Payroll Office Contact Information

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