# Standard Operating Procedure

## Purpose

Timesheets are distributed to hourly paid individuals on a bi-weekly basis. These individuals will complete their timesheets, have them signed/approved by a supervisor, and return them to an approved departmental Office Associate at the end of the pay period. This Office Associate is responsible for collecting the timesheets, ensuring they are filled out properly and signed/approved by a supervisor before turning them in to the College of Engineering Business Office.

## Items Needed

* Timesheets printed from SAP
* Completed timesheets:
  + Must include the number of hours worked and the start/end times
  + Must be signed, dated, and approved

## Procedure

1. The CoE Time Coordinator will print timesheets from SAP and distribute them for the upcoming bi-weekly pay period on Tuesday before the pay period start date.
2. Employees will turn in their completed timesheets to their supervisor by noon on the Monday after the pay period ends.
3. Supervisors should review the timesheets and sign if they agree with the time reported. Discrepancies should be worked out with the employee prior to signature approval of the timesheet. Supervisors should ensure that sick, vacation and other types of leave taken during the time period are accurately reflected on the timesheet- leave may be on the timesheet or submitted and approved in Firefly.
4. Approved timesheets should be given to the Office Associate by end of business Monday.
5. Turn completed timesheets in to the College of Engineering Business Office by noon on Tuesday, earlier if possible. If you are unable to deliver hard copies, scan/email them to the CoE Time Coordinator. The College of Engineering will be responsible for reviewing the timesheets, entering the time and reviewing the wage and hour report for accuracy. The College of Engineering will retain timesheets in their files according to UNL’s Records Retention Policy.