



WINSTON-SALEM
STATE UNIVERSITY

Finance & Administration

Submitting Late Timesheet (Hourly Employee)

May, 2021

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Filling Out Form

This form is to be filled out by Temporary (Non-Student) Employee and Student Employee once the deadline for submitting timesheets has passed.

WINSTON-SALEM STATE UNIVERSITY		Winston Salem State University								
		Late Hourly Timesheet								
		Temporary (Non-Student) Employee and Student Employee								
Full Name: _____ Job Title: _____		Banner ID: _____ Position number: _____ Department: _____		Cell number: _____ Supervisor ext. _____		Bi-Weekly Start Date: _____ Bi-Weekly End Date: _____				
Note: All hours must be filled in electronically (nothing hand-written!) Instructions: To populate Time In / Time Out, use drop down box for selection										
Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Worked		
Time In										
Time Out										
Shift Hours Worked								0.00		
Time In										
Time Out										
Shift Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Daily Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Worked		
Time In										
Time Out										
Shift Hours Worked								0.00		
Time In										
Time Out										
Shift Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Daily Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Employee Signature: _____										
Supervisor Signature: _____							Regular Hours Worked	Overtime Hours	Total Hours Worked	
Supv. Printed Name: _____							0.00	0.00	0.00	
<i>For Payroll Use Only</i>										
Received Date	Pay Period ID (BW #)	Pay on BW #		Approved for payment		Paid				

1. Fill out employee information.
 - a. Full Name
 - b. Banner ID
 - c. Cell Number (Best Number To Be Reached At For Questions)
 - d. Job Title
 - e. Position Number (Completed by Supervisor)
 - f. Supervisor ext.
 - g. Bi-Weekly Start Date
 - h. Bi-Weekly End Date
 - i. Department

Full Name:	Jackie Jenkins	Banner ID:	940xxxxx	Cell number:	xxx-xxx-xxxx	Bi-Weekly Start Date:	3/1/21
Job Title:	Analysis	Position number:	xxxxxxx	Supervisor ext.:	2xxx	Bi-Weekly End Date:	3/14/21
		Department:	Finance				

2. Key in dates of the Bi-Weekly payroll.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Worked
Date	3/1/21	3/2/21	3/3/21	3/4/21	3/5/21	3/6/21	3/7/21	
Time In								
Time Out								
Shift Hours Worked								0.00
Time In								
Time Out								
Shift Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Use drop down box to Key in your Start and End Time for days worked distinguishing AM or PM.

Note: All hours must be filled in electronically (nothing hand-written!)

Instructions: To populate Time In / Time Out, use drop down box for selection

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Date	3/1/21	3/2/21	3/3/21	3/4/21	3/5/21	3/6/21	3/7/21	
Time In	8:00 AM		8:15 AM		9:15 AM			
Time Out	10:30 AM		8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM		9:45 AM			
Shift Hours Worked	2.50				0.50			6.25
Time In	12:30 PM							
Time Out	2:00 PM							
Shift Hours Worked	1.50	0.00		0.00	0.00	0.00	0.00	1.50
Daily Hours Worked	4.00	0.00	3.25	0.00	0.50	0.00	0.00	7.75

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Date	3/8/21	3/9/21	3/10/21	3/11/21	3/12/21	3/13/21	3/14/21	
Time In		8:00 AM	2:30 PM		8:00 AM			
Time Out		8:45 AM	3:15 PM		1:00 PM			
Shift Hours Worked		0.75	0.75		4.00			5.50
Time In			5:00 PM					
Time Out			7:00 PM					
Shift Hours Worked	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
Daily Hours Worked	0.00	0.75	2.75	0.00	4.00	0.00	0.00	7.50

4. Key in supervisor name in the "Supv. Printed Name:" field.

Employee Signature:	MICKEY MOUSE			
Supervisor Signature:	<i>Stanley M. Supervisor</i>	Regular Hours Worked	Overtime Hours	Total Hours Worked
Supv. Printed Name:	Stanley M. Supervisor	27.00	0.00	27.00

Submitting Timesheet For Approval

The following submission steps should only be done if physical signatures cannot be obtained.

5. Send an email with the attached “Late Hourly Timesheet” to your supervisor with WSSU Payroll 2payroll@wssu.edu copied.

From: Jenkins, Jacqueline M. <jenkinsjm@wssu.edu>
Sent: Wednesday, March 18, 2020 4:00 PM
To: Rusere, Wilbourne <ruserew@wssu.edu>
Cc: WSSU Payroll <2payroll@wssu.edu>
Subject: Late Hourly Timesheet

Mr. Rusere,

Please approve my attached timesheet.

Feel free to contact me with any questions or comments.

Thanks,

[Jacqueline Jenkins](#)

Finance & Administration

jenkinsjm@wssu.edu · 336-750-2749

Life is 10% what happens to you and 90% how you react to it. ~~ **Charles R. Swindoll**

6. In order for Payroll Services to process the “Late Hourly Timesheet” the supervisor must respond back to the e-mail with their approval.

From: Rusere, Wilbourne <ruserew@wssu.edu>
Sent: Wednesday, March 18, 2020 6:00 PM
To: Jenkins, Jacqueline M. <jenkinsjm@wssu.edu>
Cc: WSSU Payroll <2payroll@wssu.edu>
Subject: RE: Late Hourly Timesheet

Approved.

WR

*Reminder: Timesheets should/must be completed during the scheduled online period. This will eliminate the need for a late timesheet and missed wages.