

**Instructions for filling out UWT Timesheets in Hardcopy**  
**Temporary/Hourly Staff**

1. Fill in your name: Last, First, MI
2. Indicate your home department and budget number.
3. The standard workweek has been completed for you. UWT will use a standard workweek: the workweek begins on Monday at 12:00 am and ends Sunday at 11:59 pm. Do not change it unless you have advance approval by the UWT HR Manager.
4. Indicate whether you are currently holding other active appointments at the University (Yes/No).
5. Indicate the dates for the beginning and end of the pay period.
6. Using the appropriate pay period column, fill in the day of the week for each day.
7. For each day, record the total number of hours worked.
8. In the **Totals Box**, add up the amount of Straight Time worked (up to 40 hours) in the appropriate box for each week. Add up all of your Straight Time hours for the pay period in the last row.
9. Record any additional hours worked over 40 in the Overtime column for the appropriate week. Add up all of your Overtime hours for the pay period in the last row.
10. Add up your Straight Time and Overtime hours for each week in the last column. Then total the hours worked for the entire pay period in the last row. Verify these hours by adding together the totals for Straight Time and Overtime.
11. Sign and Date the timesheet.
12. Have your Supervisor sign and date the timesheet.
13. Retain a copy of this timesheet at your department and submit a copy to Payroll (Box 358431) within 2 days of the end of the pay period.