UNM

TIMESHEET INSTRUCTIONS

A bi-weekly timesheet will be used by all non-exempt employees. Each employee is responsible for submitting time sheets that are filled out completely, accurately, and legibly. Timesheets must be submitted to the department timekeeper by the required deadline to be paid during the regular payroll cycle.

Provide the required information according to the following key points:

1. UNM ID# (This is NOT your SS#)
2. Your first and last name.
3. FTE for Job (ex. 1.0, .5, etc.)
4. Select the pay period start date from the drop-down list.
5. Enter TimeKeep Org. (Note: Ask the department timekeeper for department code)
6. Dates for the pay period will automatically be entered after selecting pay period start date.
7. Enter time in and time out (Start of work day, lunch, personal activities, end of work day). (Note: If your shift spans over two days, split the shift at midnight and enter hours for two days.)
8. Time in and time out boxes will turn red when an invalid time period is entered.
9. Enter hours worked for each earn code (regular, overtime, annual, sick, etc.). (Note: Reports must be recorded in tenths of an hour. Refer to Table 1.1 for minute to tenths conversion.)
10. Click drop-down to select additional earn codes. (Note: Earn codes selected will populate in week 2)
11. Enter hours and index number for labor overrides (if applicable).
12. Invalid hours worked will be marked red.
13. Totals automatically calculated, no entry required.
14. Sign and date the timesheet.
15. Employees are responsible for obtaining the signature of their direct supervisor.

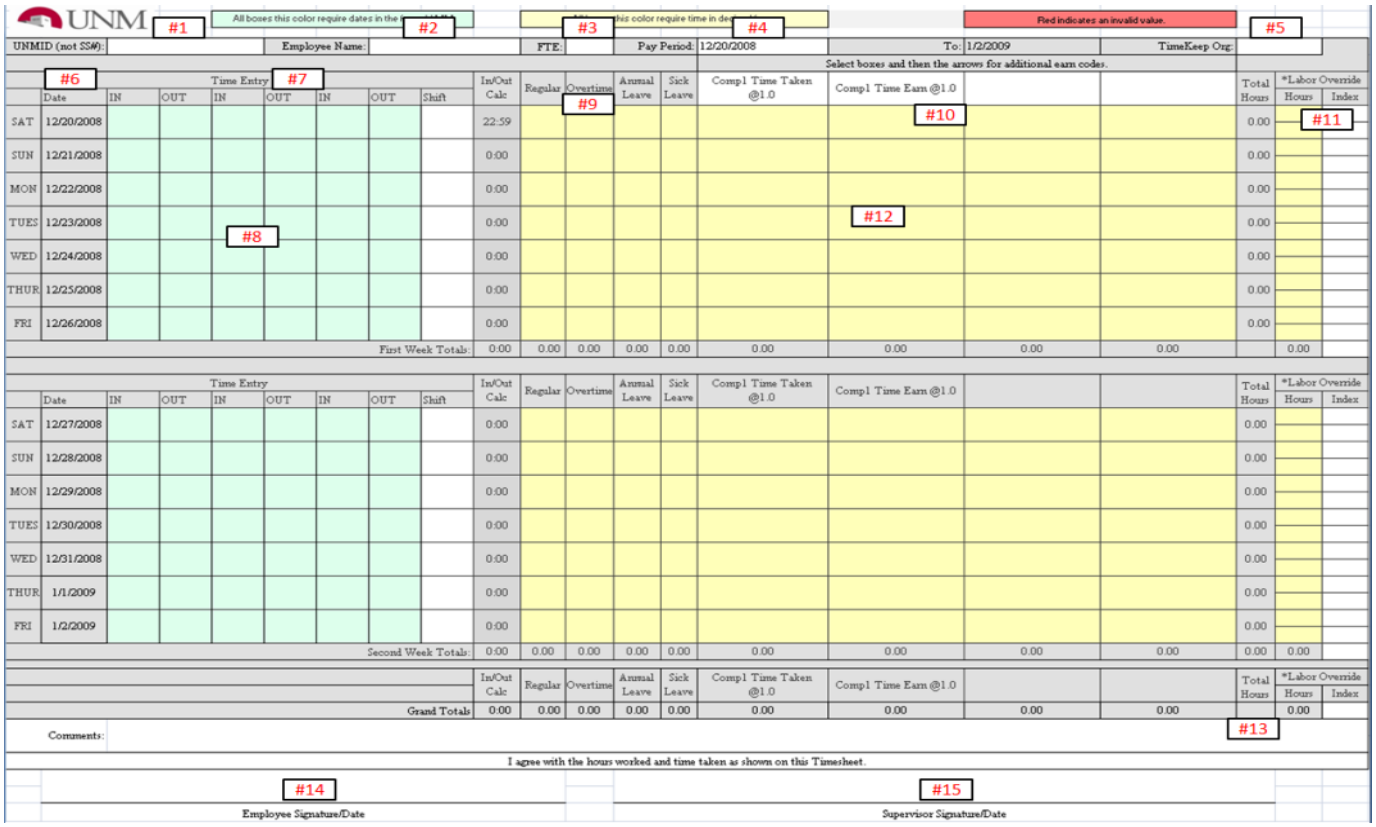

Table 1.1

Hours turned in on Payroll Time Reports must be shown in tenths of an hour. For example, you will enter 7:30 as 7.5 in section #**9** of the timesheet (Regular, Overtime, etc.) Banner Payroll system will pay using tenths of hours and will not process using minutes or fractions. A minute to tenths conversion table is listed below. For more information, see UNM Policy Time and Leave Reporting 2610 at http://policy.unm.edu/university-policies/2000/2610.html

Conversion Table

Minutes		Tenth of an Hour
1 ~ 6	=	0.1
7 ~ 12	=	0.2
13 ~ 18	=	0.3
19 ~ 24	=	0.4
25 ~ 30	=	0.5
31 ~ 36	=	0.6
37 ~ 42	=	0.7
43 ~ 48	=	0.8
49 ~ 54	=	0.9
55 ~ 60	=	1.0

Record Retention

The administrator of each department shall establish a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act.

Process Steps:

University of New Mexico Records Retention Schedules are based on document type. Once this retention period has been met, timesheets and supporting documentation should be sent to the Records Management Department for Destruction. Refer to Table 1.2 for document type and retention schedule:

Table 1.2

Document Type:	Description:	Min. Retention Time
Time Cards	Records of hours worked by employee. Information includes employee name, date, and hours worked	After close of fiscal year in which document was created, retain four years
Timesheets	Verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked, department head approval, etc.	After close of fiscal year in which document was created, retain four years