Correctly filling out your Timesheet is an important step in getting paid in a timely manner. They are due by the end of the 2
nd business after your pay period ends. Here are some tips on filling out your timesheet:

A. The new Timesheets are now on an Excel spreadsheet. We prefer not to have any handwritten time sheets. Most of the process for completing this timesheet is self-explanatory but you need to complete the following:

1. Name, CWID #, and your hourly Rate of Pay.
2. Department Information: Please fill in your Department FOAP#.
   a. You cannot get paid without this number.
   b. Work Study: “X” on the top right corner “Funding Source” (i.e. Work Study–(Federal), (Colorado)). By checking off the appropriate Work Study box; the FOAP # to be charged will automatically fill.
   c. If you work for 2 different departments, you can enter a percent worked for each. Otherwise, enter “100%“ after the FOAP #.
3. Dates: You only have to enter the date in the first date cell. Line up the correct date with the Saturday that will include your pay period and the rest of the dates will fill in automatically.
4. Pay period times are as follows:
   a. 1
th Pay Period of the month: 12:00:01 AM on the 1
th through 11:59:59 PM on the 15th of the month.
   b. 2
nd Pay Period of the month: 12:00:01 AM on the 16
th through 11:59:59 PM on the last day of the month.
5. Even though the Time-sheet has the capability to record 3 weeks worth of time, please only record the dates you work with-in the current pay period. Again, do not overlap any pay periods; additional hours should be included on a separate timesheet for next pay period.
6. Enter Time-In and Time-Out:
   a. Enter the: Hour, colon, Minutes in the hour, space, (A or AM) or (P or PM)
   b. Examples: 8:00 AM or 4:45 PM (Start @ Midnight=12:00:01 AM; End @ Midnight=11:59:59 PM).
7. Your signature and especially your Supervisor’s signature are required. Please have your supervisor provide their extension also.

B. If there should be a problem with payment, follow these steps:
   1. Check with your supervisor to make sure your contract and timesheet has been signed and turned in by the deadlines published. Make sure all your paperwork has been turned as well.
   2. Follow up with Human Resources, to make sure the contract has been entered into the system (if it is not in the system, you cannot be paid).
   3. The final step, contact the Payroll Office to see if there is another problem that needs to be corrected. Feel free to call the Payroll Department at extension #3251 or #3273.

C. Sign up for direct deposit as soon as possible. *It is mandatory for all state employees to have direct deposit.* The first payroll cycle after signing up will be a check, to be picked up at the cashier’s office in the student center. This process is to verify the routing and account numbers are correct. The second payroll cycle will be deposited into your account, and the advice will be sent to your department.

*****TIMESHEETS ARE DUE BY THE 2ND BUSINESS DAY AFTER EACH PAY PERIOD*****