



# **IT Services**

## Hourly Timesheet

### **TIPS:**

- Failure to submit timesheets by deadline will result in delay of payment until next pay date.
- You may NOT go over 40 hours per week without direct prior approval from your supervisor.
- The calendar workweek always begins on Sunday and ends on Saturday.
- Be sure to sign and date your timesheet.
- If your supervisor is unavailable for signature, take your time sheet directly to the front office (ADSB 220).