Late URL Timecard Instructions

A completed Late URL Timecard requires **TWO** forms: the Employee Timecard and the Paper Timesheet. The data entered on these two forms MUST EXACTLY MATCH one another. Submit completed forms to the OUR's Payroll Reporter.

Complete all required fields marked with a red asterisk (*). Forms that are not filled out completely will not be processed for payment. Fields that are highlighted in yellow will be calculated automatically. Fields that are grayed out will be completed by the Payroll Reporter.

Employee Timecard Instructions

Employee Name:*   Enter your full legal name.

Empl ID:*   Enter your uID. Double-check this number to make sure it is correct. Payment will not be processed if this uID is incorrect.

Enter your in- and out-punches in the blue table. Each shift will be contained in a single row. Each field in the row is required for each shift.*

Date: Select the date from the dropdown. Please order your dates consecutively and enter in- and out-punches for only one pay period at a time (pay periods run from the 1st – 15th of the month or the 16th – end of the month). You are able to input multiple shifts per day using this form.

In: Enter the time you started your shift. Unless inputted, the form will default to AM.

Out: Enter the time you ended your shift. Unless inputted, the form will default to AM.

Shift: This field will be calculated and rounded automatically. DO NOT modify the data in this field. Shift (and daily) hours may not exceed 8.00.

Period: This field will be calculated automatically. DO NOT modify the data in this field.

Paper Timesheet Instructions

Employee Name:*   Enter your full legal name.

Empl ID:*   Enter your uID. Double-check this number to make sure it is correct. Payment will not be processed if this uID is incorrect.

Prep By: This will be completed by the Payroll Reporter. DO NOT enter data into this field.

Pay Period End Date:*   Select the last date of the pay period for which you are entering hours. If you are completing this form for multiple missed pay periods, use the last date of the latest pay period.

Record #, Phone, EMAIL: These will be completed by the Payroll Reporter. DO NOT enter data into these fields.

Earnings Code: Select the pay period for which you are entering hours. This field is required for each row of weekly data.*

Week 1 – 3:   Enter the total number of hours for the week (Saturday – Friday). Weekly hours may not exceed 19.00.

Total Hours: This field will be calculated automatically. DO NOT modify the data in this field.

Total Amount: This field will be calculated automatically. DO NOT modify the data in this field.

Signature of Approval: This will be completed by the Payroll Reporter. DO NOT enter data into this field.

Printed Name of Approver: This will be completed by the Payroll Reporter. DO NOT enter data into this field.