



New Mexico Tech Payroll

Payroll@npe.nmt.edu

575-835-5510

Staff Time Sheet Instructions

Employee:

1. Begin by filling out:
 - A) Name
 - B) Banner ID
2. Enter the pay date
3. Date the fields on the time card
4. Fill in the type of hours worked for each day:
 - i) Regular hours (REG)
 - ii) Annual Leave (AL)
 - iv) Comp Time Taken (CTU)
 - v) Comp Time Earned (CTE)
 - vi) Holiday (HOL)
 - vii) Overtime (OT)
 - viii) other: Personal (PER)
 - ix) other: Funeral (BER)

****Note****

Overtime must be approved by the Division Head in accordance with Employee Handbook
5. Write the:
 - C) Index and Account Number
 - D) Total number of hours from each hour type column
 - E) Total the columns and rows where appropriate
6. Sign and Date

Supervisor:

7. Check the time card for completeness
8. Check all total in columns and rows
9. Make sure the Index and Account Number(s) and the hours totaled in the bottom section are correct.

** The bottom portion of the time card is used for time entry; please make sure it is complete and correct **

10. Sign and Date

Reminders:

Time cards are due 9 a.m. Monday before payday.

Use Blue or Black Ink only.

Draw a single line through mistakes and initial them.

NEVER use white out or pencil on your time card.

Attach—Request for leave form to time card, when appropriate.

