1. Clearly print LAST, FIRST, and MIDDLE name above the line provided.
2. Clearly print the YEAR, PAYID and PAYPERIOD # on the line provided.
3. Print nine (9) digit USNH Employee ID on the line provided.
4. Clearly print TIMESHEET ORG and PPEND DATE, POSITION and SUFFIX on the lines provided.
5. Under EMPLOYEE CLASS, put a check (√) on the line next to the type of work you perform.
6. Clearly print the Begin Date (MM/DD/YY) of the workweek next to “WEEK 1” on the line provided.
7. Clearly print the start time in the “IN” box under the day you worked.
8. Clearly print the end time in the “OUT” box under the day you worked.
9. Add up the time worked and clearly print these amounts in the “TOTAL” box in the column of the day you worked.
10. If you work again later that same day repeat steps 7-9 in the boxes below.
11. Total up the hours worked each day and clearly print the number in the DAILY TOTAL HOURS box for each weekday and sum them into the TOTAL WEEK 1 HOURS box.
12. Repeat steps 7-11 for WEEK 2.
13. Sum the Daily Total hours of Week 1 and Week 2; print into the Pay Period Total Hours box.
14. On the line provided you may print the EXPENSE DISTRIBUTION: FUND, ORG, ACCT, PROGRAM.
15. Employee must sign and date the form on the line provided certifying that the time submitted is correct.
16. Supervisor must sign and date on the line provided certifying that they have reviewed the hours and that they are correct. If required, the department/agency head can also sign the form approving the hours worked.
17. This timesheet must be submitted by the departments deadline date/time to ensure timely payment to the employee.