

Here's a **step-by-step guide** on how to complete the **MEC Hourly Employee Timesheet** as an employee:

SECTION 1: Header Information (Top of the Form)

1. **Name:**
Write your full name
 2. **Phone:**
Provide your contact phone number (office phone or department phone number)
 3. **EMP. ID:**
Enter your employee ID number (located on the bottom left corner of your MEC ID card).
 4. **DEPT:**
Select your department name (e.g., Biology, IT Services) by clicking the drop-down button
 5. **TITLE:**
Select your respective hourly title by clicking the drop-down button
 6. **PAY PERIOD BEGIN DATE:**
*Enter the beginning date (**always a Sunday**) of the pay period (refer to the "Hourly Employee Timesheet Calendar") you are submitting dates for. The timesheet will auto-fill the remaining dates within the pay period*
 7. **SUPERVISOR:**
Enter your direct supervisor's full name
 8. **TIMEKEEPER:**
Fill in the name of your timekeeper or N/A if not applicable
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SECTION 2: Weekly Hours

For each day you work, complete the columns listed below:

- **TIME IN:** Time you begin work.
- **LUNCH OUT:** Time you leave for lunch or break.
- **LUNCH IN:** Time you return from lunch or break.
- **TIME OUT:** Time you finish work for the day.
- **SICK LEAVE:** Hours taken as sick leave (if applicable).
- **ANNUAL LEAVE:** Hours taken as paid vacation or annual leave (if applicable).
- **OTHER:** Any other leave (e.g., jury duty, bereavement). Label appropriately in comments if needed.

Use a consistent time format (e.g., 08:00 AM, 12:00PM).

SECTION 3: Signatures

1. **Employee Signature & Date:**

Sign your name and enter the date you completed the timesheet.

2. **Supervisor Signature & Date:**

Your supervisor signs and dates the timesheet after review.

Submission Reminder

- Timesheets are due based on the **'Hourly Employee Time Sheet Calendar'**.
 - Please submit your timesheet by the deadline ("timesheets due in payroll" column) to ensure timely payment.
 - Timesheets are processed as they are received. Submitting multiple timesheets at once will result in the multiple timesheets being processed for one pay date (instead of multiple pay dates over time)
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TIPS FOR ACCURACY

- Double-check your entries
- Ensure you include lunch time in and out when more than six hours are worked within a day
- Use consistent formatting (e.g. 08:00AM, 12:00PM)
- If you didn't work a day, leave the fields blank