Bryn Mawr College Payroll Office

Instructions for Completing Your Biweekly Staff Time Sheet:

Downloading Timesheet:

Go to the Controller's web site https://www.brynmawr.edu/inside/offices-services/finance-administration/payroll and under "Biweekly Staff" click on the link for Biweekly Staff Time Sheet. The timesheet will then be downloaded onto your computer.

When the Timesheet opens in Excel, you will need to enable macros on your computer before editing the timesheet. Your time sheet should then be saved to a local drive on your computer by clicking on the "File" tab and selecting Save As. Your timesheet must be completed in Excel. **Hand printed time sheets will not be accepted**.

Timesheet Identification:

Your BMC ID number, Legal Name (no nicknames) and 16-digit Account Code are required. If you do not have this information, ask your supervisor or contact the Human Resources Department. If all of your hours are being charged to one department, you only need to indicate the 16-digit account code once and a breakdown of code/hours is not necessary. If you have more than one account code, you will need to either submit multiple timesheets or provide a breakdown of the hours worked per department on one timesheet.

Recording Hours on Timesheet:

Once you enter the pay period ending date, the dates on the timesheet will populate automatically. Be sure to follow the dates as indicated on the payroll schedule for bi-weekly paid employees, paying close attention to the period ending date. Time should be recorded by using numbers 1 to 12 to identify the hours in a day and 01 through 59 to identify the minutes in a day.

You are required to record your time in and out for each day worked. If you take multiple breaks during any given day, you can click on the plus sign at the end of the daily row to create a second row for this day. Once the row has been added, it cannot be removed. Record the number of hours worked each day under the appropriate earnings code. All hour's default to regular, excluding overtime, so you must remember to record your hours under the appropriate earnings code if that code is other than regular. DO NOT record a time in/out for days you do not actually work (i.e. sickness, vacation, etc.).

Recording Leave Time:

For each type of leave, do not record a time in/out for the day. Indicate the number of leave hours to be paid under the appropriate earnings code column. The number of Birthday, Disability, Funeral Leave, Jury Duty, Parental Leave and Worker's Compensation hours need to be indicated in the "OTHER" column and the appropriate code placed in the "CODE"

column. If you have more than one type of leave to be paid on the same day, indicate the number of leave hours to be paid under the appropriate earnings code columns using the same row. If you take partial leave on a day, record a time in/out only for actual hours worked. On the same row, indicate the number of leave hours to be paid under the appropriate earnings code column(s).

Recording Bad Weather/Emergency Day Hours:

When campus conditions are warranted, the College may decide to limit or stop college operations (i.e. close buildings, suspend bus operations, etc.). Once a Bad Weather or Emergency Day is called, the news will be posted on Bryn Mawr's website, distributed by text, email, or by calling 610-526-7310. All Bryn Mawr employees are responsible for ensuring the College has their current contact information.

Certain staff members are essential to the operation of the college and will be expected to work during a bad weather/emergency period. Essential vs non-essential employees are not fixed and can vary based on particular circumstances. The distinction between essential and non-essential employees will be communicated to staff members by departmental supervisors. If you are deemed essential, you will be paid according to the College's policies on overtime and premium pay.

Non-essential employees are not to work on-campus during a College-Designated Emergency Period. Non-essential employees who are able to work remotely should work from home. Supervisors should identify the non-essential positions that cannot work from home to Human Resources. If a non-essential employee whose work is capable of being done remotely has childcare issues, or other circumstances preventing them from actually working from home, that employee must use personal or vacation time.

If you are deemed **non-essential** and work from home on a bad weather/emergency day, you will complete your timesheet as you do any other day, by listing a time in/time out and all hours under REG. If you are deemed non-essential and do not work from home on a bad weather/emergency day, you are to list your hours under the PER or VAC section of the timesheet.

Essential Employees who work during the entire bad weather/emergency period must record a time in/time out for the hours worked during the bad weather/emergency period. After recording a time in/time out for the day, list the hours worked under the BEW column. Once you do this, you will see your hours move from REG to BEW.

Essential Employees who work only a portion of the bad weather/emergency day should record a time in/time out for the hours worked during the weather/emergency period. List the hours worked under BEW. Then, click on the plus sign found on the far right-hand side of the timesheet to add a row. Any hours worked before or after the bad weather/emergency period must be recorded in the usual way: Time in/Time out, all hours listed under REG.

BEW hours should never be reported on the same row as any other hours on your timesheet.

Recording Holiday Hours:

If you are eligible for holiday pay, you are normally scheduled to work on the day designated as a college holiday, and you **do not** work any hours, **do not** record a time in/out for the day. Indicate your normal scheduled hours under the earnings code of HOL.

If you are eligible for holiday pay, you are normally scheduled to work, and you do work hours, record a time in/out for the day for actual hours worked. Indicate the number of hours worked under the earnings code of HLW. The hours will move from REG TO HLW. **IN ADDITION, you will need to indicate your normal scheduled hours under the earnings code of HOL.**

If you are not eligible for holiday pay or you are not normally scheduled to work on the day designated as a college holiday and you do work hours, record a time in/out for the day for actual hours worked. Indicate the number of hours worked under the earnings code of HLW. **DO NOT indicate any hours under the earnings code of HOL.**

Recording Overtime Hours:

Overtime does not occur until your hours exceed forty hours in a work week. When overtime is applicable, Excel will calculate it automatically. Bad weather/emergency days, and working holiday hours, do not calculate towards overtime.

Recording Shift Hours:

If you are eligible for shift differential pay and you work hours during a departmentally defined shift period, indicate the number of hours to be paid in the appropriate box of regular evening/regular night, or overtime evening/overtime night.

Timesheet Signatures:

When your time sheet is complete, you can either email the time sheet over to your designated supervisor, or you can print it and hand it to your designated supervisor. Supervisors are responsible for reviewing and approving the hours on time sheets. Any time sheets missing supervisor approval will not be processed. Once a time sheet is approved, it can be sent to payroll via email (payroll@brynmawr.edu), campus mail, or dropped off in person. The payroll office is located on the 3rd floor of Gateway Building.

Questions?

If you have any questions concerning your time sheet, please contact Megan Radomicki (x5267 or mradomicki@brynmawr.edu) or Christine Eigenbrot (x5252 or ceigenbr@brynmawr.edu) for further assistance.