

Procedure Number: 565.1

Procedure: Timesheets

Effective Date: 07/2012

Revision Date: 10/2025

Responsible Party: Administration & Finance/Financial Services & Payroll

PROCEDURE:

1. Employees must be paid in accordance with the established MSU Billings [Payroll Schedule](#) and it is the hiring authority's responsibility to ensure this is taking place. Timesheets must be submitted by employees each biweekly payroll to initiate payment according to the system established within MSU Billings. Timesheets must be submitted within the proper pay period according to the pay schedule.
 - a. **Contract Employees:** Employees working under contracts such as Faculty, Executive, Administrators, or Professionals.
 - i. Contracted employees must record and submit their exception hours, such as sick leave, annual leave, floating holiday, military leave and/or leave without pay.
 - b. **Hourly Employees:** Includes Classified, Temps, Students and Work Study.
 - i. Timesheet must clearly indicate the actual time/date worked, use of sick or annual leave, overtime hours, holidays, leave without pay and/or any circumstances related to payment for hours.
 - c. All MSU Billings data stewardship policies must be followed when completing electronic timesheets. Therefore, every employee should be completing their own timesheet or exception reporting in their own secure MyMSUB area as it is not permissible to share passwords or log into another employee's secure MyMSUB area.
2. The format for most timesheets will be:
 - a. Electronic time entry located in the [MyMSUB](#) secure area.
 - b. Paper timesheet
 - i. If you need to submit a paper timesheet, the form is located on the [Financial Services & Payroll](#) intranet page under Timesheets.
3. The timesheet practices and deadlines are:
 - a. The timesheet (either electronic or paper) must be reviewed and signed by both the employee and supervisor on a biweekly basis. Timesheets submitted vis DocuSign will not be accepted.
 - b. All Supervisors are responsible for ensuring that paper timesheets are delivered to Financial Services & Payroll no later than Monday 5:00 p.m. following the end of the pay period.
 - c. Timesheets should not be held by the department for any reason and should be submitted within the pay period deadlines for the time worked.