**DLS Timesheet Form Instructions and Workflow:**

1) open form with Adobe Reader DC or Adobe Pro

2) save the template file with the following naming convention:

Timesheet Naming Convention: (Last Name) (First Name) (Employee ID #) “PPED” (Pay Period End Date YYYY MM DD) “rec” (record #) “TS” (if more than 1 - multiple timesheets for same record and pay period end date, which version number)

Timesheet saved file name example: Doe Jackie (02108070) PPED 2020 10 09 rec 3 TS (2)

3) fill in employee’s First Name and Last Name

4) click on appropriate Employee Type

5) click on appropriate Rate Type (Hourly Rate, Overtime Rate, or Daily Flat Rate)

6) enter rate dollar amount

7) type in Employee ID # and Record #

8) enter the Week 2 Pay Period Friday date

9) enter notes or cost center information in Accounts – Cost Center field

10) click on appropriate account string type “GL” or “Project” found under Accounting Codes “Select Type” for each account that will be used to pay the employee for every pay period (your selection will bring up the variables that you will need to fill out

11) fill in appropriate percentage distribution for each account (total percentage must equal 100.000%)

12) enter actual time worked under each date using HH:MM AM/PM format – example:

Pre-break from: 9:00 AM

Pre-break to: 12:30 PM

Post-break from: 1:15 PM

Post-break to: 4:45 PM

13) fill in the employee’s supervisor’s name

14) double click on the Employee’s signature box to enter your digital certificate-based signature (if asked, leave “Lock document after signing” option unchecked)

15) send the signed document to the employee’s supervisor for them to double click on the Supervisor’s signature box to enter their digital certificate-based signature

16) send the fully signed form to [payroll@dls.rutgers.edu](mailto:payroll@dls.rutgers.edu) before the DLS timesheet submission deadlines for processing