

How to submit timesheets

- 1) Complete your paper timesheet.
 - a. The back describes how to break up portions of hours worked.
 - b. Be sure to use the proper pay periods; a listing can be found on the Math Business Office webpages, under Payroll-“When will I be paid?”
- 2) Have your timesheet signed by your supervisor.
- 3) Log-in to Banner and complete your online timesheet (<https://apps.uillinois.edu/index.html>).
- 4) Submit the online timesheet.
- 5) Turn your paper timesheet in to Mark Drennan (221 Altgeld Hall).

There is also a reminder of the process at:

http://wbt.apps.uillinois.edu/TrainingMaterials/HRPTA102/JA_HRPTA102_PositiveTimeEntry_121803_1.2.pdf

Remember: ****BOTH** timesheets (online and paper) are due each pay period.

What if I forgot to submit time from a previous pay period?

****Don't** submit hours from a previous pay period online; use the paper timesheet only, and we'll fix the problem!

Questions? Contact Mark Drennan (drennan@uillinois.edu) or Lara Rhoades (lkrhoad@uillinois.edu) in 221 Altgeld Hall.