Timesheet Guidelines

- Work-week is Monday – Sunday each week.

- Timesheets are due to Payroll the following business day after Payday (Exp. payday is the 15th, timesheets will be due on the 16th). **Please send the entire timesheet workbook back for each payroll.**

- Payroll will not accept any handwritten timesheets – employees must fill out timesheets on a computer and email them to their managers for approval.

- Employees need to copy and paste the below certification into the body of the email when sending their timesheet to their managers for approval:

OVERTIME, MEAL PERIOD & REST PERIOD CERTIFICATION
"I certify, under penalty of perjury, that the hours reported above fully and accurately report all hours that I worked during the covered pay period.
I also verify this timesheet reports all overtime I have worked, if any, during the pay period and that there are no other overtime or other hours that I have not reported.

I hereby certify and declare that I have received all my rest periods and meal periods in accordance with this requirement during each workday that occurred within the pay period covered by this timesheet."

- Managers must submit timesheets for their entire department to Payroll once approved based on the above due date requirement.

- **ALL** time off (Vacation/Health & Wellness/Birthday/Personal, etc…) noted on the timesheet must be submitted through Coastal Payroll using the Time Off Feature before the close of the pay period. If you need to submit time off after the pay period has processed, please reach out to Andrea Konieczka and she can update in Coastal for you.
<u>Please refer to the additional timesheet entry instructions below</u>:

1) **Time must be entered in the following format in the In and Out columns only on the date worked: Exp. 08:00 am (must have a space between the time and am/pm).**
2) **Round hours to the quarter hour / (Exp: if you started at 8:13 am = enter 8:00 am) / (Exp: if you started at 8:16 am = enter 8:15 am).**
3) **Do not enter anything in the Total Hrs, Reg. Hrs, OT Hrs, or DT Hrs columns. These will calculate automatically based on your In and Out entries.**
4) **Do not enter any hours on the In and Out columns if NO HOURS WORKED.**
5) **Please enter 8 on the Ab. Hrs column (Absence hours) if NO HOURS WORKED.**
6) **Do not forget to note the Ab. Code column (Absence Code) for any Vacation, Personal, Health & Wellness, Unpaid Hours, etc.**
7) **If working an event where a day flows into the next day, please send the 1st day at 11:59 pm and start the following day at 12:00 am.**
8) **Do not enter or delete anything in the green highlighted fields or any other fields with formulas in them. Hours from the previous pay period could roll over to the next in order to accurately calculate any OT/DT is due. Payroll will make note of the correct totals from any previous Hours & OT/DT paid.**

*No OT/DT to be worked without prior approval from your Manager.