

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING MONTHLY TIMESHEETS

### Employee:

1. Get a fresh timesheet every pay period from the Rider website:  
<https://www.rider.edu/offices-services/payroll-disbursements>
2. Click Save As and name your timesheet: Lastname Firstname MMY.YY.PDF
3. Required Fields:

Bronc ID	Name	Department
Email Address	Supervisor Name	Supervisor Email
Month	Staff Signature	Date
4. Please record any time out on the date of the month, using the appropriate earning code with the number of hours taken
5. Using the sign feature in Adobe Reader, please digitally sign your timesheet. (For detailed instructions on how to create a digital signature in Adobe Reader refer the instructions document on the Disbursements Web page).
6. Make sure your timesheet has the file name LastName FirstName MMY.YY.PDF
7. **Submit the form in PDF format.** Please do not protect your timesheet from editing. Note we cannot accept documents shared on Google Drive.
8. Send your timesheet file - from your Rider email address - to your supervisor for approval.
9. You may want to set a recurring reminder on Google Calendar (or on a personal device) to remind you when timesheets are due.

### Supervisor:

1. Review the timesheet.
2. Using the sign feature in Adobe Reader, please digitally sign your staff member's timesheet. (For detailed instructions on how to create a digital signature in Adobe Reader refer the instructions document on the Disbursements Web page).
3. **Forward** the employee's email and signed timesheet, with the subject line "Monthly Timesheet Due xx/xx/xx" to Disbursements@rider.edu in a separate, new thread for each employee's timesheet/pay period. Both the employee's and supervisor's Rider email addresses must appear on the email thread in order to process the timesheet.

Questions may be directed to:

[bhuff@rider.edu](mailto:bhuff@rider.edu)

[aloux@rider.edu](mailto:aloux@rider.edu)

[cbanfe@rider.edu](mailto:cbanfe@rider.edu)

## ***FY 21 Monthly Payroll Calendar***

<i><b>Pay Period Begin Date</b></i>	<i><b>Pay Period End Date</b></i>	<i><b>TIME SHEETS DUE IN DISBURSEMENTS OFFICE</b></i>	<i><b>PAY DATE</b></i>
7/1/2020	7/31/2020	Monday, August 3, 2020	Thursday, July 23, 2020
8/1/2020	8/31/2020	Tuesday, September 1, 2020	Friday, August 21, 2020
9/1/2020	9/30/2020	Thursday, October 1, 2020	Wednesday, September 23, 2020
10/1/2020	10/31/2020	Monday, November 2, 2020	Friday, October 23, 2020
11/1/2020	11/30/2020	Tuesday, December 1, 2020	Monday, November 23, 2020
12/1/2020	12/31/2020	Monday, January 4, 2021	Tuesday, December 15, 2020
1/1/2021	1/31/2021	Monday, February 1, 2021	Friday, January 22, 2021
2/1/2021	2/28/2021	Monday, March 1, 2021	Tuesday, February 23, 2021
3/1/2021	3/31/2021	Thursday, April 1, 2021	Tuesday, March 23, 2021
4/1/2021	4/30/2021	Monday, May 3, 2021	Friday, April 23, 2021
5/1/2021	5/31/2021	Tuesday, June 1, 2021	Friday, May 21, 2021
6/1/2021	6/30/2021	Thursday, July 1, 2021	Wednesday, June 23, 2021