

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.Y.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.Y.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

aloux@rider.edu

cbanfe@rider.edu

FY 22 Monthly Payroll Calendar

<i>Pay Period Begin Date</i>	<i>Pay Period End Date</i>	<i>TIME SHEETS DUE IN DISBURSEMENTS OFFICE</i>	<i>PAY DATE</i>
7/1/2021	7/31/2021	Monday, August 2, 2021	Friday, July 23, 2021
8/1/2021	8/31/2021	Wednesday, September 1, 2021	Monday, August 23, 2021
9/1/2021	9/30/2021	Friday, October 1, 2021	Thursday, September 23, 2021
10/1/2021	10/31/2021	Monday, November 1, 2021	Friday, October 22, 2021
11/1/2021	11/30/2021	Wednesday, December 1, 2021	Tuesday, November 23, 2021
12/1/2021	12/31/2021	Monday, January 3, 2022	Wednesday, December 15, 2021
1/1/2022	1/31/2022	Tuesday, February 1, 2022	Friday, January 21, 2022
2/1/2022	2/28/2022	Tuesday, March 1, 2022	Wednesday, February 23, 2022
3/1/2022	3/31/2022	Friday, April 1, 2022	Wednesday, March 23, 2022
4/1/2022	4/30/2022	Monday, May 2, 2022	Friday, April 22, 2022
5/1/2022	5/31/2022	Wednesday, June 1, 2022	Monday, May 23, 2022
6/1/2022	6/30/2022	Friday, July 1, 2022	Thursday, June 23, 2022