Employee:

    1) Please complete all shaded areas.

        Required Fields:
            Employee Bronc ID
            Employee Name
            Department
            Employee Email Address
            Supervisor Name
            Supervisor Email Address
            Pay period Start Date - refer to the Calendar
            Pay period End Date - refer to the Calendar

    2) Please enter in MILITARY time your in and out times for each day worked. The document will calculate the hours

    3) For time out please use the appropriate earn code and enter your scheduled in and out times - a legend of codes appears below the time entry area.

    4) Verify the total hours for each day and pay period.

    5) Forward your completed timesheet to your supervisor via e-mail for approval.

Supervisor:

    Please send an email to Disbursements@Rider.edu for each of your employees with your approval and attach their timesheet.

Questions can be directed to:
    Aloux@Rider.Edu
    Bhuff@Rider.Edu
    Cbanfe@Rider.Edu