Rider University
Monthly Time Sheet

Bronc ID _____

Name _____

Department _____

Email Address _____

Supervisor Name _____

Month _____

Total Hours for Month		
170	_____	Vacation
181	_____	Sick
150	_____	Holiday
155	_____	Floating Holiday
_____	_____	_____
_____	_____	_____

Day of Month		Earnings Code		Hours
1		_____		_____
2		_____		_____
3		_____		_____
4		_____		_____
5		_____		_____
6		_____		_____
7		_____		_____
8		_____		_____
9		_____		_____
10		_____		_____
11		_____		_____
12		_____		_____
13		_____		_____
14		_____		_____
15		_____		_____

Day of Month		Earnings Code		Hours
16		_____		_____
17		_____		_____
18		_____		_____
19		_____		_____
20		_____		_____
21		_____		_____
22		_____		_____
23		_____		_____
24		_____		_____
25		_____		_____
26		_____		_____
27		_____		_____
28		_____		_____
29		_____		_____
30		_____		_____
31		_____		_____

2020 Monthly Payroll Calendar March to June 2020

Pay Period Begin Date	*Pay Period End Date*	*TIME SHEETS DUE IN DISBURSEMENTS OFFICE*	*PAY DATE*
3/1/2020	3/31/2020	Wednesday, April 1, 2020	Monday, March 23, 2020
4/1/2020	4/30/2020	Friday, May 1, 2020	Thursday, April 23, 2020
5/1/2020	5/31/2020	Monday, June 1, 2020	Friday, May 22, 2020
6/1/2020	6/30/2020	Wednesday, July 1, 2020	Tuesday, June 23, 2020

Employee:

    1) Please complete all shaded areas.

       Required Fields:

            Employee Bronc ID
            Employee Name
            Department
            Employee's Email Address
            Supervisor Name
            Month

    2) Please record any time out on the appropriate date with the number of hours taken.

    3) Please enter the total, by earnings code, in the top right box on the timesheet.

    4) 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