

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