Semi-Monthly Signature Sheet

WHO

Student employees and PT/Temps

Only for non-benefits-eligible staff paid on the semi-monthly pay schedule.

WHEN

Twice per month (once per pay period)

- Pay period 1st-15th: print on the 16th (or the first work day after the 16th).
- Pay period 16th-end of the month: print on the 1st (or the first work day after the 1st).

Print signature sheets after you’ve edited and approved TimePro records for the semi-monthly payroll deadline.

Due: one week after the payroll deadline.

HOW

1. From the TimePro main menu, click Reports.
2. Choose the weeks that include the entire semi-monthly pay period (remember the dates are the END-date of the week).

EXAMPLE: Select these three weeks to get the 4/1-15 pay period

3. Click on Semi-Monthly Signature Sheet.
4. Edit the From Date and To Date to match the pay period:
   a. Click on From Date, and uncheck the box next to Pick from defaults.
   b. Click on the arrow to get a calendar and select the beginning date of the pay period. Always choose the 1st of the month, or the 16th.
   c. Repeat steps a & b for the To Date to select the ending date of the pay period—always choose the 15th of the month or the last day of the month; click OK.
5. Print! The report will show weekly totals, and total hours for the pay period, and will include all non-BE staff.

Weekly Time Signature Sheet

WHO

Benefits-eligible staff

Use for all monthly-paid or hourly-paid FT-BE staff and for PT-BE staff.

(Can be used for all staff)

WHEN

Once per week

Every Tuesday, print signature sheets after you’ve edited and approved the payroll for the previous week.

Due: one week after the Tuesday deadline.

HOW

1. From the TimePro main menu, click Reports.
2. Choose one single week and click OK.
3. Click on Weekly Time Signature Sheet.
4. Select which groups of employees you want to be on the report:
   [The default settings will give you signature sheets for All Staff. If you want all staff on the report, skip step 4]

To run the report for only benefits-eligible staff,

a. Click on Group.
   b. Click on the arrow to get a pull-down menu and select Benefits Eligible Staff.
5. Click OK.
6. Print!