



*Must be in Payroll before 5pm on Friday of pay end date*

# Biweekly Paysheet

Texas Christian University

Please complete all sections in ink. See reverse side for instructions.

TCU Employee ID	Pay period ending Date
Employee Name (print)	Department (5 digit and name)

**MUST BE COMPLETED**

Department Number	Fund	Account	Project (Approval)

Day	Date	AM In	AM Out	PM In	PM Out	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

<b>Week One total</b>						
Day	Date	AM In	AM Out	PM In	PM Out	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>Week Two total</b>						
<b>Grand Total Hours</b>						

**Authorizations**

<i>I certify the hours I have reported on this record are correct.</i>		<i>I certify this person's work was satisfactory. In accordance with federal law, this employee/student is being paid for hours worked in the current Pay period.</i>	
Employee/Student Signature	Date	Supervisor Signature	Date
Extension/cell phone		Dept.	EXT.

**KEEP COPY OF THIS FORM FOR YOUR RECORDS.**

## **Biweekly Paysheet Instructions**

*Please follow all instructions and complete the form properly. Missing or incorrect information can result in delayed paychecks.*

1. **Please print clearly and use ink.**
2. Please use your employee TCU number NOT your social security number.
3. Please record your hours daily in the Time In and Time Out boxes. Please include the total for each day. When recording hours, round the minutes to quarter hours using decimal numbers.

**Examples:**    **15 minutes = 0.25 hours**  
                  **30 minutes = 0.50 hours**  
                  **45 minutes = 0.75 hours**

4. At the end of each pay period, total your hours for **each** week and write the total hours for the pay period in the box provided. Include regular and overtime hours in your total.  
*Biweekly staff must complete pay adjustment form for all overtime and reduced hours.*
5. Please review your pay sheet carefully; it is your responsibility to ensure accuracy and completion. Missing or incorrect information will prevent payment until corrected and completed.
6. Sign and date your pay sheet in the space provided (legible handwriting). Supervisor must sign and date pay sheet. If supervisor's signature is missing pay sheet will not be processed. *Departments must keep copies of all pay sheets for their record.*
7. Please **HAND** deliver your pay sheets to the Payroll office before 5:00PM on the Friday of the pay end date. If you work evenings on a Friday in which pay sheets are due, you must turn in your pay sheet before 10:00am on Monday. If you miss the deadline, you will not receive payment for those hours until the next official pay date.  
**NOTE: Interoffice mail is NOT preferred due to time sensitive deadlines.**
8. Paychecks are processed biweekly. Students and temporary staff employee's checks are mailed home. Payroll prefers direct deposit due to security issues. Direct Deposit is available to **ALL** employees. This eliminates lost checks and trips to the bank. Go **MY.TCU.EDU** to sign up for direct deposit. This takes two pay periods after you have completed and saved the direct deposit information.
9. Pay sheets paid with a **project number need prior approval** from Financial Aid Department or Financial Services. **Do not send these pay sheets over until they have been approved by the appropriate department.**

*If you have any questions about any component of the pay sheet, please consult your supervisor or call payroll ext.7835.*