

Guidelines to submit Per Session payroll documents

Document must have

1. Timesheet

- a. Payroll Period
- b. Name
- c. Title
- d. File #
- e. Official Work Hours
- f. Date
- g. In and out time
- h. Signature
- i. Total Days/Hours Worked
- j. Employee signature and date
- k. Supervisor signature and date

2. Timecard

- a. Name
- b. Month and year
- c. Signature
- d. Copy of Both sides