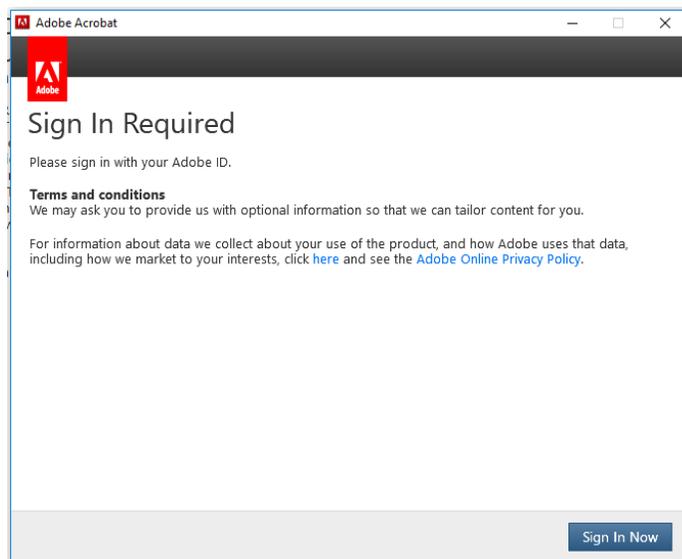


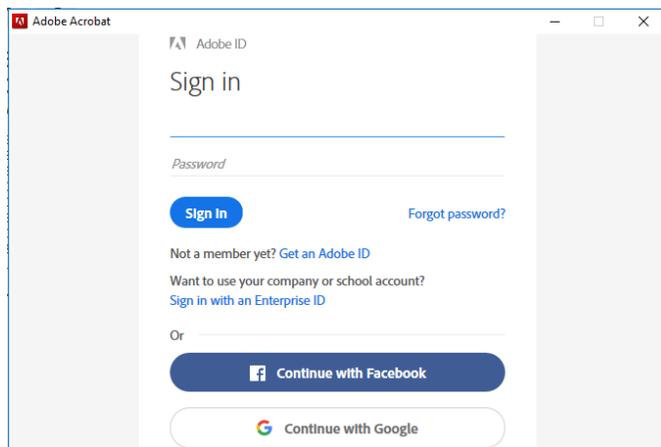
Short Term, College Assistant, and Federal Work Study Employee Electronic Timesheet Instructions

(Instructions and a sample on how to fill in the timesheet is located at the end)

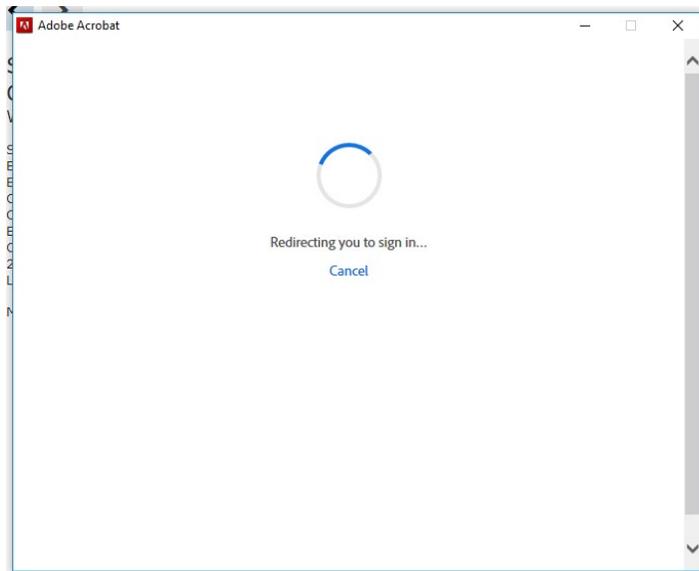
1. Locate and download the timesheet on either:
 - a. The intranet:
<https://intranet.canyons.edu/offices/BusinessServices/PayrollServices/PayrollServicesForms.asp>
 - b. The internet:
https://www.canyons.edu/administration/businessservices/payroll_services.php
 - c. Or in your email
2. Save the file as “[Month] [Last name-First name]” (e.g., for April, you would save as “April Schmoe-Joe”)
3. Open the file in Adobe Acrobat.



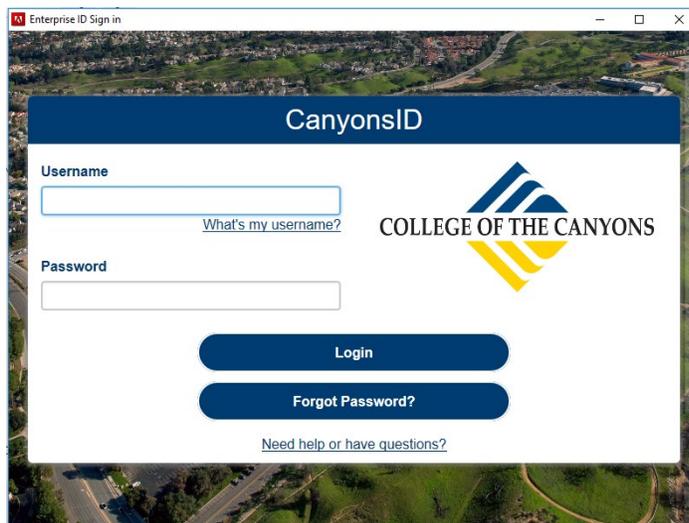
- a. Make sure you sign in Adobe under your COC email address (you do not need to enter your password here).



b. You will be directed...



To...



c. In the above screenshot, enter your COC staff ID and password. (For staff ID enter "staff\" then your ID). You should now be signed in.

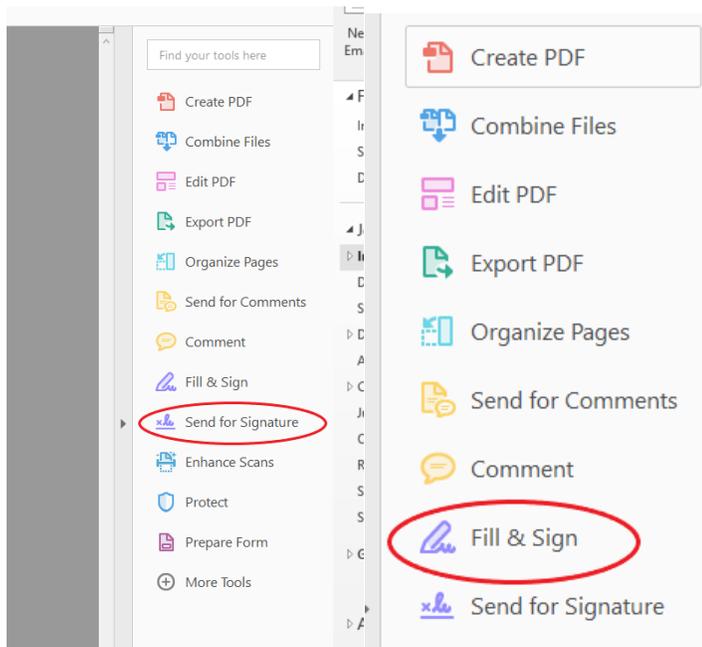
****If you do not have access to a version of Adobe that will allow you to complete this process, please contact your supervisor – who will help facilitate getting your timesheet to Payroll****

4. Fill out the timesheet as you normally would, with the following exceptions:

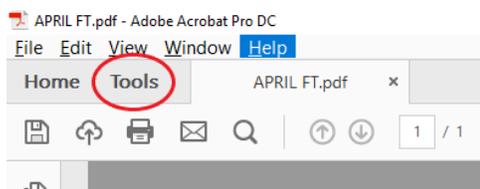
- Select your "Employee Type" (i.e., Short Term Employee, College Assistant, or Federal Work Study)
- Select the Area employed (i.e., COC, ECE, or ETI)
- Enter your legal name (last name, first name)
- Enter your Employee ID numbers (EID), which can be found on your paystub or through your supervisor. (e.g., AX1234567 – 9 total digits: 2 alpha and 7 numeric)
- Any required service (RS) performed for required work on campus should be logged under the "Comment" column with the numbers of hours worked as RS (e.g., for four hours of required work on campus, you would write "4 RS").

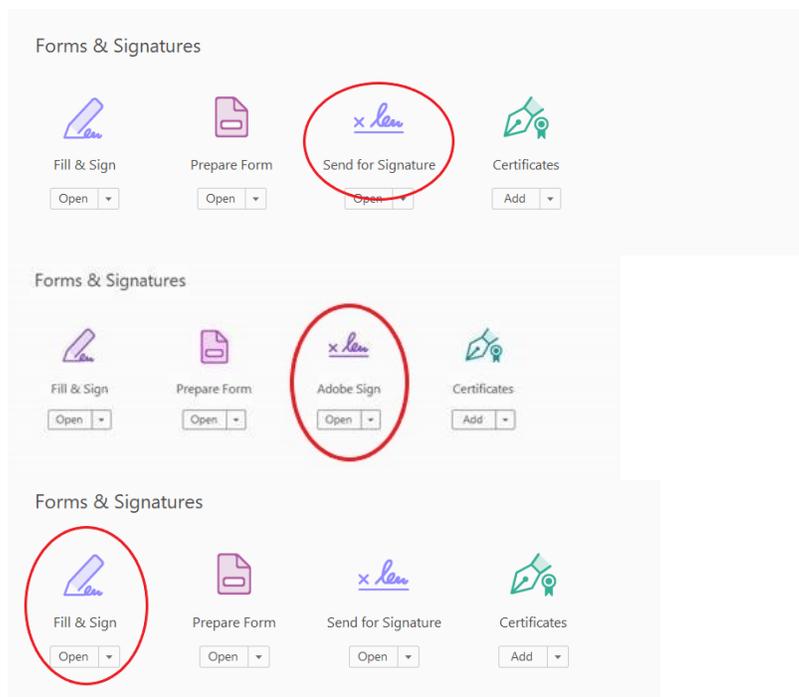
Day of Month	Total Hours	Work Hours	Sick Hours	**Overtime	Comment
1	8	8			4 RS

- After your time sheet has been filled out, in Adobe Acrobat – select "Send for Signatures" (which can be found on the right hand side of the screen... ("Send for Signatures" could also be labeled "Adobe Sign." You can also use "Fill & Sign").

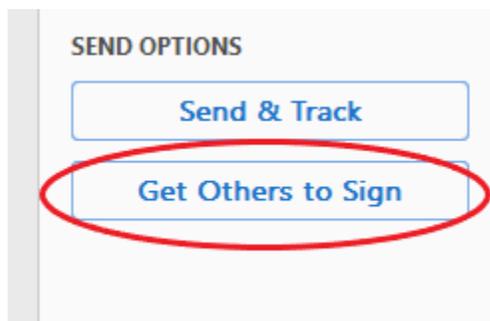


or under "Tools").

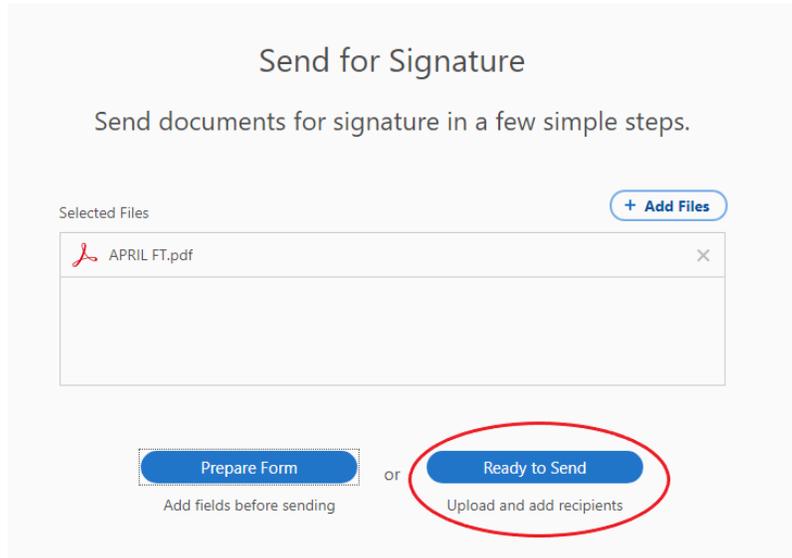




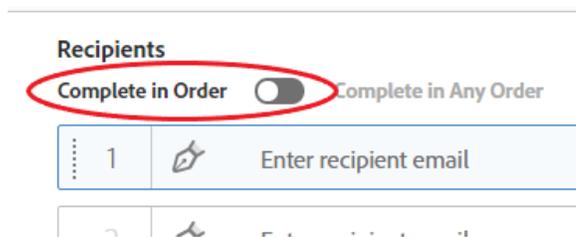
If getting an error through “Adobe Sign,” please use “Fill & Sign.” After clicking on “Fill & Sign,” click “Get Others to Sign.”



6. Click on “Ready to Send”



7. Be sure “**Complete in Order**” is selected (if navigating through “Adobe Sign” you may need to click on “Advanced” to get to the below screen; if navigating through “Fill & Sign” you may need to enter the appropriate email addresses and click on “More Options” to get to the below screen



8. Enter email addresses as follows:
 - a. Your email address first,
 - b. Then your supervisor’s email address,
 - c. Then to the Dean’s, Administrator’s, or Funding Coordinator’s email address (if necessary),
 - d. Then any subsequent email addresses on the approval tree (if necessary).
 - e. Enter the appropriate Payroll email address in the “CC” field:
 - i. For Short Term employees - ShortTermEmployeeTS@canyons.edu
 - ii. For College Assistants - CollegeAssistantTS@canyons.edu
 - iii. **Federal Work Study employees needs to enter Student Employment (StudentEmployment@canyons.edu) as the final approver/recipient (no longer**

in the CC field) and they will deliver the timesheets to Payroll. Federal Work Study employees do not need to CC anyone.

Recipients

Complete in Order Complete in Any Order Add Me ?

1		employee	Email	
2		supervisor	Email	
3		administrator	Email	
4		Enter recipient email		

CC | [Hide](#)

payroll

9. Enter message (optional)

Message

APRIL FT Timesheet

Please review and sign [APRIL FT Timesheet](#).

10. Select send at the bottom

Files

APRIL FT.pdf

11. You will then be redirected to sign the form.

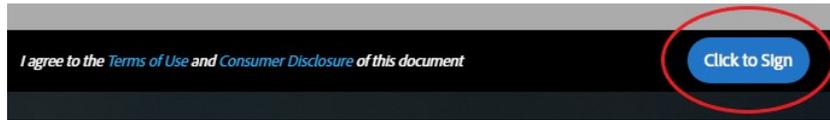
- a. Click in the "Click here to sign" field. (if navigating through "Adobe Sign" or "Fill & Sign" you may need select "Sign then Send" prior to this)

30			
31 N/A			
Total			

I acknowledge that I have been provided with meal periods and contract.

Employee's Signature

- b. Then click the “Click to Sign” button at the bottom of the page.



- 12. The timesheet will then be routed to your supervisor and any subsequent approver on the chain for signature. You will receive a notification after each signer approves the sheet.
- 13. Once everyone has signed, you will be emailed a copy of the timesheet with all appropriate signatures. Payroll, who should have been “CC’d” on the chain, will also get a notice of completion and will then process the timesheet.
 - a. For **Federal Work Study employees**, the Student Employment office will direct your timesheets to Payroll for processing once reviewed and approved.
- 14. Please save the completed copy for your records.

Instructions and Sample on How to Fill in Timesheet

- 1. Pay period ends on the 31st of each month (if applicable).
- 2. Working hours are determined by your supervisor. (For College Assistants - a **maximum of 7.50 hours per day or 20 hours per week may be worked (including in multiple departments). See exception on Board Policy 541.**)
- 3. Add hours and enter total hours worked in each column.
- 4. Supervisor is responsible for signature and budget account number as required, and submission of the time sheet to Payroll Services.
- 5. **Supervisor: Do not return time sheet to employee once you have signed it.**
- 6. **Retain copy** for your files before submission to Payroll Services.
- 7. **Time sheets due to Payroll Services by NOON on or before the first business day of each month.**
- 8. Time sheets received after the due date will be paid on the next schedule payroll cycle.
- 9. Time sheets not completed satisfactorily will be rejected until properly completed and may result in a delay of payment.
- 10. **Payday is the 10th of the month. If the 10th falls on a weekend, payday will be the preceding Friday.**
- 11. **All direct deposit advice will automatically be mailed. Paychecks may be picked up at Payroll Services after 9 a.m. Paychecks not picked up will be mailed on the next business day at 1:00 p.m.**

Sample on how to fill in Sick Time:

Day of Month	Total Hours	Work Hours	Sick Hours	**Overtime	Comment
1					
2					
3	8.00	8.00			

Sample on how to fill in Overtime:

Day of Month	Total Hours	Work Hours	Sick Hours	**Overtime	Comment
4					
5	8.00	8.00			
6	8.00	8.00			

Sample on how to fill in Holiday Worked:

Day of Month	Total Hours	Work Hours	Sick Hours	**Overtime	Comment
4					
5	8.00	8.00			
6	8.00	8.00			