SCHOOL OF PLANNING, DESIGN AND CONSTRUCTION

Timesheet Entry Instructions

*Enter Pay Period Start Date. (The other date fields will automatically populate). If unsure of the start date, refer to payroll schedule below.

*Enter the Account Number(s), and Sub-Account (if available).

*Enter your hours worked for each day. If none worked, okay to leave blank.

 (The Total Hours will automatically populate in the "TOTAL" Column).

*Enter Employee Name

*SAVE AS A PDF AND EMAIL TO YOUR SUPERVISOR FOR APPROVAL, AND CC: spdctime@msu.edu

| Week One-START DATE | 2025/1/13 | | Week One- END DATE | 2025/1/19 | | | |

Account #/Project Name	Sub-Account	SUN 1/13	MON 1/14	TUES 1/15	WED 1/16	THURS 1/17	FRI 1/18	SAT 1/19
GE101173			1.0	1.0	1.0	2.0	2.0	3.0

| Week Two-START DATE | 2025/1/20 | | Week Two-END DATE | 2025/1/26 | | | |

Account #/Project Name	Sub-Account	SUN 1/20	MON 1/21	TUES 1/22	WED 1/23	THURS 1/24	FRI 1/25	SAT 1/26
GE101173			1.0	1.0	1.0	2.0	2.0	3.0

TOTAL HOURS FOR 2 WEEK PAY PERIOD: 20.0

Employee Signature (Please Type Name): **Xiaoyue Tian** (SUPERVISOR TO APPROVE VIA EMAIL)

Payroll Schedule 2022

Check Month	Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheet Due TUESDAYS to *spdctime@msu.edu*	Check Date
January	1	2024/12/15	2024/12/28	**2024/12/31**	2025/1/10
January	2	2024/12/29	2025/1/11	**2025/1/14**	2025/1/24
February	3	2025/1/12	2025/1/25	**2025/1/28**	2025/2/7
February	4	2025/1/26	2025/2/8	**2025/2/11**	2025/2/21
March	5	2025/2/9	2025/2/22	**2025/2/25**	2025/3/7
March	6	2025/2/23	2025/3/8	**2025/3/11**	2025/3/21
April	7	2025/3/9	2025/3/22	**2025/3/25**	2025/4/4
April	8	2025/3/23	2025/4/5	**2025/4/8**	2025/4/18
May	9	2025/4/6	2025/4/19	**2025/4/22**	2025/5/2
May	10	2025/4/20	2025/5/3	**2025/5/6**	2025/5/16
May	11	2025/5/4	2025/5/17	**2025/5/20**	2025/5/30
June	12	2025/5/18	2025/5/31	**2025/6/3**	2025/6/13
June	13	2025/6/1	2025/6/14	**2025/6/17**	2025/6/27
July	14	2025/6/15	2025/6/28	**2025/7/1**	2025/7/11
July	15	2025/6/29	2025/7/12	**2025/7/15**	2025/7/25
August	16	2025/7/13	2025/7/23	**2025/7/29**	2025/8/8
August	17	2025/7/27	2025/8/9	**2025/8/12**	2025/8/22
September	18	2025/8/10	2025/8/23	**2025/8/26**	2025/9/5
September	19	2025/8/24	2025/9/6	**2025/9/9**	2025/9/19
October	20	2025/9/7	2025/9/20	**2025/9/23**	2025/10/3
October	21	2025/9/21	2025/10/4	**2025/10/7**	2025/10/17
November	22	2025/10/5	2025/10/18	**2025/10/23**	2025/10/31
November	23	2025/10/19	2025/11/1	**2025/11/4**	2025/11/14
December	24	2025/11/2	2025/11/15	**2025/11/18**	2025/11/26
December	25	2025/11/16	2025/11/29	**2025/12/2**	2025/12/12
December	26	2025/11/30	2025/12/13	**2025/12/16**	2025/12/26

Timesheets are due to supervisors & spdctime@msu.edu by 12:00p Tuesday. Please see the due dates on the Payroll Schedule to the left.

REMINDERS

- ✓ **DO NOT HOLD TIMESHEETS** Enter number of hours worked each day as TENTHS of and hour. (Ex. 3.2, and not 3 hours and 15 minutes)
- ✓ If your work is paid on multiple accounts, and/or you have multiple projects: document hours on separate lines.
- ✓ If you do not know the account number, please identify the project name associated with the hours.

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