1. Check the box to indicate if employee is **non-exempt** or **exempt**.

2. Enter the Employee ID number at the top of the timesheet.

3. Campus/Dept. is the location where the employee is working.

4. Enter the employee's name. Please avoid using nicknames.

5. Employee's position for which he/she was hired.

6. Enter the payroll period. Payroll period is the beginning and ending date for period being submitted for payment. Please refer to Due Dates and schedules.

7. Time worked each day must be shown, not just extra hours worked. This is necessary for determining overtime payment.

8. Enter description of job performed.

9. After the employee adds up the total of hours he/she is to be paid, the supervisor should:
   a. Check total hours.
   b. Multiply hours **by** rate of pay.
   c. Sign the sheet. Employee and Supervisor must sign the timesheet.

10. Put the total amount of pay on a supplemental pay sheet.

11. Time cards must be attached to supplemental pay sheet or payment will not be made.

12. Send these sheets together to payroll@conroeisd.net so that employees pay may be issued.

13. Refer to section on Overtime Compensation for any overtime questions.