

Procedure for Submitting a Missed Timesheet

This timesheet procedure should only be used when students and/or supervisors have *missed* the submission and/or approval deadline or if a student has started a new job and *does not have a timesheet on the web* for the pay period.

The deadline for submitting the timesheet for a student who has just started a new job and is not set up in the system is the same as submitting a web timesheet which is by the close of business on the Monday after the pay period ends. All other reasons for submitting a timesheet via this procedure will be considered late.

- ◆ Go to “guide.ramapo.edu” in the upper left corner click on “Student/Staff”
 - ◆ Under “Staff Services Site Index” click on “Payroll”
 - ◆ On the left side click on “Forms” then click on “Student Timesheet”
 - ◆ Click on “File” then “Save as” (this file must be saved elsewhere i.e.: desktop or disk) then complete the Student Timesheet
 - ◆ Send an electronic copy of your completed student timesheet to your supervisor for approval via email
 - ◆ The supervisor should review the timesheet and then email the timesheet with a note of approval to payroll@ramapo.edu

Paper timesheets will no longer be accepted in the Payroll Office.