

The Federal Labor Standards Act (FLSA) requires that all interns submit a timesheet to the GPSI office by close of business on the 15th of the month. Completed timesheets may be faxed to the GPSI office at 206.7508 or scanned and sent as a .pdf file via email to shefl1@uis.edu.

INSTRUCTIONS:

You were instructed at orientation and on the intern agreement that timesheets are due on the 15th of the month. The reporting period is always the 16th of one month to the 15th of the next month. GPSI policy states that the timesheet is to be faxed to the GPSI office on the 15th or the next available business day. If you resign the placement, you are required to submit a final timesheet before the last day at the placement agency.

If either you or your supervisor is not available to sign it on the required date, please email Sharon to request an extension. If you will be on vacation or away on business on the 15th of the month – please email Sharon – before your departure. If possible, you need to complete the timesheet prior to your departure and fax it to Sharon.

Bottom line, we are under a federal mandate for audit purposes, to have the timesheets on file on a monthly basis. ***It is not optional.*** With 150+ interns it is a very time consuming task for Sharon to log and track the timesheets on a monthly basis. And, it is also a time consuming task for her to email some of you multiple times to ask for the timesheet.

Late timesheets: If you are late submitting your timesheet for three months or you fail to submit the timesheet for three months – you will receive via email a written warning from me. ***If you are late or remiss after receiving the written notice from me – you will be terminated with 10 working days notice.***

Each month Sharon will send you one reminder – that is it. If the timesheet is not received after the reminder – it will be noted as late and marked accordingly in your file. When you hit #3 – I will email you the written warning. And, you need to keep in mind if you are terminated before the end of the semester – you are responsible for the tuition from the date of termination to the end of the term. And, if you are a non-resident student, the pro-rated tuition will be charged at the non-resident rate. I will make no exceptions on the termination – regardless of who you are or the placement agency.

While I understand that you are busy between work, family commitments, and the placement – it is nonetheless a requirement for being an intern. We are extremely busy, too. The timesheet is your responsibility and not that of the GPSI office or your supervisor.

Faxing Your Timesheet: Due to the number of interns submitting timesheets each month, please ***do not*** call or email the GPSI office to ask if we received your timesheet, and please ***do not*** include a fax coversheet. You will receive an email from the GPSI office the next week if we have no record of receiving your timesheet. If you receive a busy signal when sending the fax, please wait a day and try again. Due to the number of current interns, it is a reasonable expectation that some will receive the busy signal. Interns calling to ask if the fax machine is working or if we received the fax ties up the phone line for other GPSI business.

Accessing the timesheet: Effective June 15, 2007 – you will no longer use the UIS version of the timesheet located on Nessie. In its place, you will use the newly designed GPSI timesheet template which is located on the GPSI website under the menu option for current interns. You can enter hours worked, etc. directly on the form and it will calculate your weekly hours as you go. Or, you can print the timesheet and manually enter the hours. The timesheet codes are as follows:

S – If you use sick hours, put the number of hours scheduled to work followed by an upper case "S".

H – If the scheduled work hours fall on a state holiday put the number of hours you were scheduled to work followed by an upper case "H".

B - If you wish to use banked hours to cover an absence, enter the number of hours you are scheduled to work followed by an upper case "B", thus indicating that you used banked hours to cover the absence. (Do

not enter *earned* banked hours on the GPSI timesheet. You must track banked hours on a separate spreadsheet to be monitored by your supervisor.

FH – if you use floating holiday hours, put the number of hours scheduled to work followed by an upper case “FH”.

If you are absent on a scheduled day to work and do not have banked hours to cover the absence, simply enter the hours you were scheduled to work, and make arrangements with your supervisor to make up the missed hours.

Bottom line: During the part-time work schedule you must show 20 hours per week in some combination of the above codes, with the hours never to exceed 20 hours per week. During the full-time work schedule you must show 37.5 hours per week, never to exceed 37.5 hours per week in some combination of the above codes. (Exception: state agencies that operate with 35 hours per week as full-time.)