

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 e-mail to [shefl1@uis.edu](mailto:shefl1@uis.edu).

### **INSTRUCTIONS:**

Timesheets are due on the 15<sup>th</sup> of the month. The reporting period is always the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the next month. GPSI policy states that the timesheet is to be faxed to the GPSI office on the 15<sup>th</sup> 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 e-mail the GPSI Office to request an extension. If you will be on vacation or away on business on the 15<sup>th</sup> of the month, then please e-mail the GPSI office before your departure. If possible, you need to complete the timesheet prior to your departure and fax it to the GPSI office. We are under a federal mandate for audit purposes, to have the timesheets on file on a monthly basis. ***It is not optional.*** It is also a time consuming task for us to have to e-mail some of you multiple times to ask for the timesheet.

**Late timesheets:** If your time sheet is late, we will send you one reminder. If it the timesheet is not received after the reminder, it will be noted as late and marked accordingly in your file. If you are late submitting your timesheet for three months or you fail to submit the timesheet for three months, you will receive via e-mail a written warning. ***If you are late or remiss after receiving the written warning notice, you will be terminated with a ten (10) working days' notice.*** You need to keep in mind that 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. If you are a non-resident student, the pro-rated tuition will be charged at the non-resident rate. There will be no exceptions on the termination. **The timesheet is your responsibility and not that of the GPSI office staff or your supervisor.**

**Faxing Your Timesheet:** Due to the number of interns submitting timesheets each month, please ***do not*** call or e-mail the GPSI office to ask if we received your timesheet, and please ***do not*** include a fax coversheet. You will receive an e-mail 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:** You must use the GPSI timesheet template which is on the GPSI website under the menu option for current interns. You can enter hours worked 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."

**SH** – 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 "SH."

**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.)

**P** – If you use personal leave hours, put the number of hours scheduled to work followed by an upper case "P."

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.

During the part-time work schedule, you must show exactly 20 hours per week on your timesheet (37.5 hours per week for the full time schedule\*). You must use some combination of the above codes, when necessary, every week with the exception of a partial week at the beginning and/or end of the pay cycle. For example, the 16<sup>th</sup> of a month falls on a Wednesday, you only show the hours worked per your normal schedule for the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>.

\* Some state agencies consider 35 hours per week as full-time.