

Recipients:

To: None

Bcc: Employee

Subject Line

**Urgent: Manual Timesheets needed for *In-Progress* or *Returned for Correction* for Pay {insert #}**

Action Needed:

- Employee – if timesheet has not been submitted then:
  - Employee – complete and sign paper timesheet
  - Supervisor – sign paper timesheet
  - Employee – timesheet hand-carried to HR Services (Hadley Hall Room 17) by {insert deadline}

This email is to notify you that a timesheet was left “In Progress” or “Returned for Correction” so you have not completed the submission process for electronic approval. If have already taken care of the issue, please disregard this message; however, if you still need to submit time then you have until **5:00 pm on {insert date}** to submit a paper timesheet. It is important to understand that if a timesheet is not submitted by the deadline; you will not be paid this pay period.

Paper timesheets are available online at <http://hr.nmsu.edu/forms/> by selecting either *Timesheet-Non Exempt Regular* or *Timesheet Temporary and Student* based on the appropriate employee type. When completing the online paper timesheet it will automatically calculate totals based on time entered for each day worked. The printed timesheet must be signed by both you and your approver with all fields completed in Section 1 and all days to be compensated completed in the middle of the form. Handwritten paper timesheets will not be accepted.

All paper timesheets should be hand-carried to HR Services in Hadley Hall Room 17 by the deadline listed above. Late timesheets (submitted after **{insert date and time}**) cannot be processed timely and employees will not be paid this pay period.

If you have questions regarding this e-mail, please contact the HR Service Center at 575-646-8000 or [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu).

Recipients:  
To: Payroll Contact  
Cc: HR Liaison Primary and Approver

Subject Line  
**Urgent:** Manual Timesheets needed for *In-Progress* or *Returned for Correction* for Pay {insert #}

Action Needed:

- Payroll Contact – contact employee regarding timesheet issue in his/her department
  - Employee – complete and sign paper timesheet
  - Supervisor – sign paper timesheet
  - Employee or Payroll Contact – timesheet hand-carried to HR Services (Hadley Hall Room 17) by {insert deadline date and time}
- Payroll Contact – ensure employees/approvers are aware of process and that if deadline is not met then the employee will not be paid for current payroll cycle.

Timesheet Issue	Dept	Aggie ID	Name	Employee Email	Title	Ecls	Posn	Suff	Approve	Approver Email
In-Progress	Department name	800xxxx xx	Brown, Bob	<u>employee's email</u>	Student Employee	SR	999992	00	name	<u>Approver's email</u>

This email is to notify you that the above referenced employee(s) has a timesheet that was left "In Progress" or "Returned for Correction" and did not complete the submission process for electronic approval. If the employee has already taken care of the issue, please disregard this message; however, if the employee still needs to submit time then the employee/department has until 5:00 pm on {insert date} to submit a paper timesheet. It is important to understand that if a timesheet is not submitted by the deadline; the employee(s) will not be paid this pay period.

Paper timesheets are available online at <http://hr.nmsu.edu/forms/> by selecting either *Timesheet-Non Exempt Regular* or *Timesheet Temporary and Student* based on the appropriate employee type. When completing the online paper timesheet it will automatically calculate totals based on time entered for each day worked. The printed timesheet must be signed by both the employee and the approver with all fields completed in Section 1 and all days to be compensated completed in the middle of the form. Handwritten paper timesheets will not be accepted.

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