



**UMID/TigerLIFE Policies & Procedures
Employee Time Submission
February 2017**

All TigerLIFE employees are required to complete online bi-weekly time sheets as required by the University of Memphis. These time sheets can be found in mymemphis.edu under the employee tab.

All employees are responsible for completing their times sheets every two (2) weeks and email screen captures of both weeks to the immediate supervisor on the Thursday prior to the Friday the time sheets are due. For example, time sheets are due on Friday, February 17, 2017.

Employees will need to estimate their time for Friday on the time sheet, take a screen capture of both weeks and email the screen capture to their supervisor on Thursday, February 16, 2017 by 4:30 pm. Once their supervisor has received approval, the employee will be notified by email and then must go back to their timesheet and hit the "submit" button which will send their timesheet to the University.

Each employee is to record ONLY ACTUAL TIME WORKED. Do not record what your work schedule is but only the actual hours you worked.

Failure to follow this policy may result in a delay in receiving your paycheck.

Approved: Maurice Williams
Maurice Williams, Associate Director