All data is REQUIRED to be completed on this timesheet.
Only fields with a white background can be modified; all others are informational or instructional.

Failure to submit the timesheet in accordance with the SOS payroll schedule may result in delay of paycheck.

Employee Instructions

PLEASE, read all employee instructions on this page before continuing on to the timesheet.

You will not be able to save this document unless all required fields have data.

1	Once you click over to the timesheet, using the red date under Month/Day, select the first day of the pay period; the remainder of the dates will autopopulate.
2	Click the "Save As..." button at the bottom of the timesheet. This will allow you to save a copy of the timesheet to your computer with your name and payroll period (determined by the date selected), for example: Jane Doe B07.xls.
3	Be sure that all information in the upper portion of the timesheet is completed and correct (the information in the orange box, at the top).
4	In columns A and B on the date/hour grid, type the hours worked. Hours are to be rounded to the nearest quarter hour and entered daily. If you did not work that day, type a zero (0).
5	Review your timesheet before submitting to your supervisor.
6	Email finalized timesheet to your supervisor by the date due as listed on the SOS Payroll Schedule. Failure to submit your timesheet in accordance with the SOS Payroll Schedule may result in a delay of payment.

NOTE: We will NOT accept timesheets emailed directly by the temporary employee.

Employee Certification: By emailing the timesheet to your supervisor, you certify that the information you are submitting is a true and accurate representation of time worked.

Supervisor Instructions

You will not be able to save this document unless all required fields have data.

1	Review the timesheet as submitted by the employee to verify the accuracy, completeness, and approval of the hours entered.	
2	Check the box by the "Supervisor Certification" field at the bottom of the time record if approved.	
3	Save the document after your changes and email to -->	as.sospayroll@nebraska.gov

NOTE: It is the supervisor's responsibility to submit the approved timesheet by the date due as listed on the SOS Payroll Schedule. If you are absent on the date due, you MUST assign a delegate to approve and submit the timesheets.

We will NOT accept a timesheet emailed directly by the temporary employee.