

Subject: Faxed Timesheet Policy

Purpose:

To help Payroll Reporters fulfill their payroll objectives, in a timely manner by allowing faxed timesheets.

Basic Rules:

1. For regular payroll only. Absolutely no special checks will be processed from a fax.
2. Timesheet must be faxed to our office by 11:00 a.m. the morning of sign-off. Timesheets will continue to be accepted until 12:00 noon on sign-off, if walked to our office.
3. The timesheet must be typed using the timesheet form found at <http://www.payroll.utah.edu/downloads/PaperTimeForm>, NO EXCEPTIONS.
4. The box marked faxed to Payroll must be checked.
5. Person with department signature approval must sign the timesheet.
6. Payroll will not accept responsibility for overpayments resulting from duplicate timesheets. If a timesheet is faxed DO NOT send the original to our office.
7. Due to the volume of timesheets we receive, if you have a question regarding a completed fax please refer to your fax log report.
8. Payroll reserves the right to revoke this method of timesheet submission at any time.