

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.7
	Date Issued: 11/10/03
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TITLE: Time Sheet	Approved: Title: <i>Louis DiBerardinis</i> <hr/> Director, EHS
SOP Author: Jackie Leahy	

- **Technicians** and **Support Staff** must complete time sheets in the SAPweb Self-Service. All support staff, service staff and hourly-paid students can enter time sheets online, review time information and request corrections to previously submitted and approved time sheets. Here is the website link:

<http://web.mit.edu/sapwebss/PS1/home.shtml>

For first time users please be sure to read the “Before you Begin” section on the lower left hand side. When you save the time sheet it will automatically be forwarded to the Personnel Administrator (time approver).

- If Friday is a holiday, then the time has to be input by Monday by 12:00pm. If Monday is a holiday you have until Tuesday, 12:00 pm. But please check the Payroll Closing Schedule at the beginning of the month.

<http://controllers.mit.edu/site/payroll>.

- If time cards/hours are not submitted on time, your hours will not be entered into the payroll system and you will not get paid.

- Help is available at the following website:

<http://controllers.mit.edu/payroll/resources>