

## Telecommuting Timesheet

<b>Employee Name:</b>	<b>Employee ID:</b>
<b>Department ID:</b>	<b>Other State:</b>
<b>Pay Period End Date (mm/dd/yyyy):</b> /    /	

Earn Code	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Earn Code Total
REG															
OTR															
OT1															

### Employee and Supervisor

Employee Signature	Date
Supervisor Name	Signature
	Date

### Agency Payroll Contact

Name:	Phone:	Email:
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### Employee Directions

1. Enter name, employee ID, department ID (example: G100002) and other state (example: Wisconsin).
2. Enter pay period end date (example: 3/6/2018).
3. Enter only other state hours for the pay period. (**Note:** Only one state's hours per timesheet.)
4. Sign, date and forward to supervisor.

### Supervisor Directions

1. Review employee's information.
2. Work with employee to ensure accuracy of the information.
3. Enter name, sign, date and forward to the agency's payroll contact.

### Agency Payroll Contact Directions

1. Ensure all necessary information has been provided.
2. Enter name, phone number and email address.
3. Retain a copy for your records.
4. Email completed timesheets to [Deductions.MMB@state.mn.us](mailto:Deductions.MMB@state.mn.us) quarterly for the first three quarters (March, June, September) **and** submit timesheets each pay period October through December.
  - The quarterly due date is the last pay period end date that is paid in the quarter. (For example, in 2018, the 1<sup>st</sup> quarter due date is 3/20/2018 [paycheck dated 3/30/2018].)
  - The final Telecommuting Timesheet should be submitted by the last pay period end date that will be paid in December (example: 12/11/2018).