Prior Period Timesheet Submission

Purpose: If an hourly paid employee needs to submit time for a previous pay period please follow instructions below.

1. The employee should log into CUWeb, select the appropriate pay period, enter their hours, and submit the timesheet for approval. The approver would approve the employee’s timesheet as they would during a normal pay period and print out the timesheet. All print outs should be in preview mode and on landscape.

2. The administrator, faculty, or staff member assigned as the employee’s timesheet approver or the approver's proxy must sign and date timesheet

3. The signed timesheet should be hand delivered to the Payroll Office by the approver or the approver’s proxy. If this is not possible, the approver or the approver’s proxy should contact the Payroll Office to make other arrangements. Timesheets will not be accepted if delivered by the employee.

4. The timesheet must be hand delivered and stamped by a member of the Payroll staff. Email or Faxed copies will not be accepted.

Please note: If any of these steps are not followed or completed fully the employee and approver will be notified and a new timesheet will need to be submitted. Once the completed timesheet is received by the payroll office, the payment will be processed as soon as possible.

If you have any questions, you should contact the payroll office at payroll@clarku.edu.