Timekeeping Interim Process for the Department of Mechanical Engineering

The University has adopted a new timekeeping process, which requires employees to submit weekly payroll timesheets for review, approval and submission. An overview has been provided to help explain the process and communicate important information to departmental employees.

Timesheets – tips and helpful information:
- Timesheets are due to the department administrative staff (EB 3.04.02) each Monday by noon
- Who are the timekeepers in Mechanical Engineering? Ben Campos, Shirley Domyancic and Gabriel Kunath
- Timesheets must have supervisor signature before submitting them to the department timekeepers.
- To determine what kind of timesheet to utilize, please see below for position category groups and the link to each respective timesheet


Punch Timesheet – Lab assistants, Graders, Undergraduate Research Assistants: [http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=143](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=143)