Telecommuting Timesheet

Employee Name		Employee ID	
Department ID		**Other State**	
Pay Period End Date / /			

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:

Employee Directions
1. Enter name, employee ID, department ID (example: G100002) and other state (example: Wisconsin).
2. Enter pay period end date (example: 3/11/2014).
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 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 2014, the 1st quarter due date is 3/11/2014 [paycheck dated 3/21/2014].)
   - The final Telecommuting Timesheet should be submitted by the last pay period end date that will be paid in December (example: 12/16/2014).