

Checklist: Tracking Time and Submitting Timesheets

Know Deadlines

Submitting time late (or not at all) can delay payroll and result in late paychecks. Set reminders and submit time before deadlines to get paid on time.

Double Check Your Time

Double check timesheets and correct any inaccuracies before submitting for payroll. This ensures accurate payment in a timely manner.

Double Check Your Info

Double check that all hours have been applied correctly, particularly if tracking time against multiple jobs, projects, or clients. This will ensure that all billing and invoicing is accurate, and all job and labor costing estimates are precise.

Ensure Timesheets are Categorized Correctly

At some companies, timesheets can be marked as “billable” or “non-billable”—an important distinction if the timesheets will be used to generate invoices.

Take Notes

Add all notes or updates to timesheets before submitting. Notes can help communicate important job or project information directly on a specific timesheet.