

## Timesheets

Classified employees are paid on an exception basis using the standard work week in ETA. As a result biweekly timesheets are generally not needed. Contingent and student employees should record their time on a [biweekly timesheet](#), following the appropriate pay period dates. The timesheet should then be used to update time in the Employee Time and Attendance System (ETA).

Every department with hourly paid employees is required to use the ETA System as the method of entering employee work and leave time data for submission to Payroll. When paperwork is delayed causing an employee to miss the regular pay date, the employee's time should be submitted using a typed [supplemental timesheet](#).