



# **Timesheet Collection Points**

## CORAL GABLES CAMPUS

Ashe Building - *under the stairs, across from the Office of Financial Assistance Services*

Rhodes House (Building 37) - *under the stairs across from 37-D*

Law School - *1st floor by courtyard*

Max Orovitz Building - *lobby*

Merrick Building - *1st floor across from elevator*

School of Music - *1st floor by courtyard*

## MEDICAL CAMPUS

Put your completed and approved timesheets on an envelope clearly marked "PAYROLL". Place the envelope containing the timesheet on the box marked "HAND DELIVER" located on the Sewell Building -- First Floor.

You may also turn in your timesheet to the Medical Finance Department, 105 Professional Arts Building, or any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

## ROSENSTIEL CAMPUS

Deliver timesheets to the Dean's Office - *107 SLAB Building*

You may also turn in your time sheet on any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

**Timesheets are due in collection boxes by 5:00 p.m. (Coral Gables Campus) and by 10:00 a.m. (Medical and RSMAS campuses).**