

TIMESHEET INFORMATION
EXEMPT STAFF

1. Exempt staff member completes section 1. The period ending date for regular full-time staff is the last day of the month.
2. Exempt staff member enters the date for each day worked in month/date format, i.e. 3/1, 3/2, etc. Times in and out are not entered.
3. Exempt staff member does not enter any information in “# Hours Worked”.
4. Exempt staff member enters the number of hours of leave time used. Paid time off may be used in one hour increments.
5. The corresponding letter for the leave time used is entered in “Other Hours Code”. These codes are listed on the reverse side of the timesheet. Example: vacation = V, holiday = H, etc. Unpaid absences are entered as “0” and the corresponding letter code.
6. Nothing is entered in the “Total Hours” column.
7. Exempt staff members are not eligible for overtime, so the boxes under “OT Hours” will not be completed by the payroll department.
8. The “Comments” section is to be used by the supervisor, if needed. Example: The staff member has entered “0” under “# Other Paid Hours” and “S” for sick leave under “Other Hours Code”. The supervisor would note that the staff member had no paid sick time.
9. Signatures:
 - * Staff member signs and dates the timesheet and submits to his/her supervisor.
 - * Supervisor reviews all information on the timesheet, verifies that the use of leave time is correct. (NOTE: Any corrections must be initialed by the staff member and the supervisor.) Supervisor signs and dates timesheet and submits to the budget administrator for approval.
 - * Budget administrator reviews timesheet, signs, dates, and submits to the payroll department.
10. After all signatures are obtained, the copies are distributed as follows:
 - * Original and yellow copy submitted to the payroll department
 - * Green copy retained by the department
 - * Pink copy is returned to the staff member.
11. “Other Hours Codes”: The use of Catastrophic Leave, Family & Medical Leave (FMLA), Injury on the Job, or Military Leave must be coordinated through Human Resources.

(CONTINUED ON BACK)

TIMESHEET DUE DATES:

Exempt staff:

Last day of month: Due to supervisor

3rd work day of the following month: Due to budget administrator

10th of the following month: Due to payroll