

## **TIMESHEET INSTRUCTIONS NON-EXEMPT STAFF**

1. Staff member completes section 1. The period ending date for regular full-time staff is the last work day of the month. Period ending date for temporary and part-time staff is the 10<sup>th</sup> of the month.
2. Staff member enters the date for each day worked in month/date format, i.e. 3/1, 3/2, etc., and accurately records the times in and out each day. (NOTE: If the non-exempt staff member's regular work schedule is 8am – 5 pm, a start time earlier than 8 am is not permitted without prior approval of the supervisor. Likewise, work performed beyond the non-exempt staff member's normal work hours must be approved in advance by his/her supervisor.)
3. Non-exempt staff enter the total hours worked each day, based on the times in and out. In calculating hours worked, time in and out should be rounded to the nearest quarter hour. Example: Joe starts work at 8:06 and leaves for lunch at 12:08. The "in" time of 8:06 would be rounded to 8:00. The "out" time of 12:08 would be rounded to 12:15. Joe's work hours for that morning would be calculated as 12:15 minus 8:00, or 4.25 hours.
4. Staff members must enter the number of hours of leave time when used. Paid time off may be used in one hour increments.
5. The corresponding letter for the leave time used is entered. 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. Non-exempt staff members enter "Total Hours" by adding the "# Hours Worked" column (#3) to the "# Other Paid Hours" column (#4).
7. The payroll department will calculate the number of overtime hours for each workweek.
8. The "Comments" section is to be used by the supervisor, if needed. Example: Staff member has entered "0" under "# Other Paid Hours" and "S" for sick leave under "Other Hours Code". The supervisor would note that the employee had no paid sick time available.
9. Signatures:
  - \* Staff member signs and dates the timesheet and submits to his/her supervisor.
  - \* Supervisor reviews all information on the timesheet, verifies that daily totals are 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.

**( CONTINUED ON BACK ).**

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. The use of Catastrophic Leave, Family & Medical Leave (FMLA), Injury on the Job, or Military Leave must be coordinated through the Human Resources department.

**TIMESHEET DUE DATES:**

**Full-time staff:**

Last work day of month: Due to supervisor

3<sup>rd</sup> work day of next month: Due to budget administrator

10<sup>th</sup> of the month: Due to payroll

**Part-time &  
Temporary Staff:**

10<sup>th</sup> of the month: Due to supervisor

15<sup>th</sup> of the month: Due to budget administrator

20<sup>th</sup> of the month: Due to payroll