

TIME SHEET INSTRUCTIONS NON-EXEMPT EMPLOYEES

All Non-Exempt employees are required to complete a time sheet. The time sheet is the official record of time worked by the employee and is considered a legal document.

Time sheets are to be completed and signed by the employee and signed by that employee's immediate supervisor. The employee's signature indicates that everything on the time sheet is correct; the supervisor's signature indicates that he/she has checked all the information and it is accurate. Both signatures are required.

Time sheets must be completed in ink.

A Non-Exempt full-time employee's salary covers a 37.5 hour work week. Employees normally work 7.5 hours per day (8:00AM-4:30PM with one hour for lunch), 5 days per week. Some departments work different schedules and times; however, full-time employees must work 37.5 hours per week; any time not worked must be charged to the appropriate leave usage.

ALL hours worked MUST be recorded on the time sheet. Time sheets should be a true and accurate reflection of actual hours worked. If the employee reports for work for a period of time, leaves, and then returns, two lines would be entered for that day showing "IN" and "OUT" times. (Example: 8:00-10:00
1:00-4:30 5.5 hours)

All time worked and all leave used are to be reported in quarter-hour increments. In and Out times are to be rounded to the nearest quarter hour; total hours are to be reported as decimals (examples: seven and a half hours is to be entered as 7.5 hours; four hours and 15 minutes is to be reported as 4.25 hours). Please do NOT use military time.

The Hours (Hrs) column should be the total hours actually worked that day/week, not hours to be paid. Any time off should be documented at the bottom of the time sheet as Annual Leave, Sick Leave, or Comp Time. Holidays are marked on the time sheet; any other absence (Jury Duty, Military Leave, Weather Delays, etc.) should be written in on the day of the absence. If the employee actually worked on a University holiday, the times worked and the total hours are to be listed above the word "Holiday."

The employee's normal lunch period is to be indicated in the appropriate section at the bottom of the time sheet. If for some reason an employee does not take a lunch period or takes a lunch period other than the normal minutes listed, that

information must be documented on that date above the times worked (example: NL for No Lunch). Employees are not paid for their lunch period.

TOTAL Annual Leave and Sick Leave used during the time period must be listed in the appropriate section at the bottom of the time sheet. Annual and Sick Leave usage listed on the time sheets must match what is reported to Human Resources on the monthly leave report.

All Compensatory (Comp) Time worked/earned and used MUST be shown on the time sheet. Employees should never be permitted to work "off the clock." Comp Time earned and/or used during the time period must be listed in the appropriate section at the bottom of the time sheet.

If a time sheet is completed incorrectly, it can cause an employee to be underpaid or overpaid for regular hours or overtime worked, compensatory time may be calculated incorrectly, or leave time may be reported inaccurately.

If an employee is to be paid for overtime worked, a PAR must be prepared and sent through the appropriate channels to Payroll before the overtime can be paid. If overtime has been worked but the employee will be taking Comp Time instead of payment, the appropriate section at the bottom of the time sheet must be completed.

Any hours worked by a full-time non-exempt employee in excess of 7.5 hours per day or hours worked beyond an employee's normal working hours (37.5 hours per week) are to be compensated, either by payment or compensatory time. Whether the time worked is compensated at straight time or time-and-a-half is determined by the total hours actually worked during the week (Sunday through Saturday). Federal law requires that only actual hours worked in excess of 40 during a week or work performed on a University holiday can be compensated at time-and-a-half. If any extra hours are worked but the total hours worked during the week are under 40, the extra time worked is compensated at straight time.

For those Non-Exempt employees whose FTE (Full-Time Equivalency) is less than 37.5 hours per week and that employee works less than 5 days per week, the following information regarding holidays is applicable: Permanent part-time employees will receive Compensatory Time for holidays not occurring during their normal work schedule. For example: If a permanent part-time employee works 5 hours a day four days a week and a holiday falls on his/her scheduled day off, the employee would receive his/her FTE X 7.5 hours. FTE is calculated based on the number of hours normally worked per week (37.5 hours is 1.0 FTE; 20 hours per week divided by 37.5 hours = 0.53 FTE). In this example, the employee would receive 4.0 hours of Compensatory Time ($0.53 \times 7.5 = 3.975$ hours, rounded to the nearest quarter hour is 4.0 hours). The employee could actually work 16.0 hours the week of the holiday and receive 4.0 hours of holiday pay or work their normal 20.0 hours and earn 4.0 hours Compensatory Time.

Time sheets are due in the Payroll Office by the end of the third working day following the pay period listed at the top of the time sheet.

If you have any questions about Non-Exempt time sheets, please contact Carla Adkins in the Payroll Office at 304-696-6458 or cadkins1@marshall.edu.

A completed sample time sheet is attached to these instructions.

**Payroll
11/22/16**



Time Sheet

01-APR-2004 TO 15-APR-2004

Due in Payroll Office by the third working day following the pay period.

Emp Number :

Cost Center :

BANNER Fund:

Org:

Time Sheet Org:

Position:

| | In | Out | Hrs |
|--------------|------------|--------|------------|
| Sun | XXXXXX | XXXXXX | |
| Mon | XXXXXX | XXXXXX | |
| Tue | XXXXXX | XXXXXX | |
| Wed | XXXXXX | XXXXXX | |
| Thu 01 | SICK LEAVE | 0 | |
| Fri 02 | 9:00 | 5:00 | 7.5 |
| Sat 03 | | | |
| Total | | | 7.5 |

| | In | Out | Hrs |
|--------------|----------------------|-------|-------------|
| 04 | | | |
| 05 | 8:00 | 4:00 | 7.5 |
| 06 | (1 HR LUNCH) 8:00 | 7:00 | 10.0 |
| 07 | 8:00 | 4:00 | 7.5 |
| 08 | 8:00 | 7:00 | 10.5 |
| 09 | 9:00 | 5:00 | 7.5 |
| 10 | 9:00 | 12:00 | 3.0 |
| Total | | | 46.0 |

| | In | Out | Hrs |
|--------------|--------------|---------------|-------------|
| 11 | | | |
| 12 | ANNUAL LEAVE | 0 | |
| 13 | 8:00 1:00 | 10:00 4:30 | 5.5 |
| 14 | 8:00 | 4:00 | 7.5 |
| 15 | 9:30 | 4:00 | 6.0 |
| | XXXXXX | XXXXXX | |
| | XXXXXX | XXXXXX | |
| Total | | | 19.0 |

| In | Out | Hrs |
|--------|--------|-----|
| XXXXXX | XXXXXX | |

Notes:

ALL hours worked MUST be recorded on the time sheet.

Always record ACTUAL TIME WORKED rounded to the nearest quarter hour.
(examples: 8:00, 8:15, 3:45, 4:30)

Total hours worked and leave must be reported in quarter hour increments.
15 minutes = .25
30 minutes = .50
45 minutes = .75

TIME SHEETS MUST BE COMPLETED IN INK.

Lunch Period 30 Minutes

Prior Comp Time Balance 10.00 hours

Comp Time Earned + 11.50 hours

Comp Time Used - 2.00 hours

New Comp Time Balance 19.50 hours

Date 4/15/04

Date 4/15/04

Employee's Signature _____

Supervisor's Signature _____

NOTE: A Personnel Action Request (PAR) MUST be submitted to pay ANY overtime.