



### Instructions for Completion of Timesheet:

- Complete name, title, and department.
- Complete date of ending pay period (pay periods begin on Monday and end on Sunday).
- Complete Scheduled Hours per Week in accordance with your hiring status, i.e., 35 hours per week, 37 ½ hours per week or 40 hours per week.

**Actual Hours Worked:** This column indicates the number of hours you actually worked per day (exclusive of lunchtime).

**Non-worked Hours:** This column indicates the number of hours for which you are requesting pay from your leave accumulation (e.g., sick, paid time off, etc.).

**Code:** Use the appropriate coding to indicate the type of leave requested. Note: Final determination of available leave time is verified by the Personnel/Payroll system.

**Totals:** Total the columns down for Actual Hours Worked, Non-Worked Hours, and Total Hours per week. Total the rows across for Total Hours (Worked and Non-Worked) per day.

### Sample Situations:

A. John is working on a project and determines that the project will take longer to complete than the scheduled workday and works an additional hour to complete the project.

**Result:** John is not in compliance with Overtime Policy 302. Although John was diligent in attempting to complete the project, prior authorization was not sought and received from the supervisor. If the supervisor is not available, another manager should be asked to authorize extended work hours. If no authorization can be obtained, no additional hours should be worked.

B. Mary sees that a project may require more time to complete than anticipated. Mary discusses the time estimated to complete the project and receives prior authorization to work extended hours.

**Result:** Mary is in compliance with Overtime Policy 302.

### SAMPLE TIMESHEET

	Actual Hours Worked	Non-Worked Hours	Non-Worked Hours Code	Total Hours
Monday	7			7
Tuesday	5	2	SCK	7
Wednesday	7			7
Thursday	10			10
Friday	0	7	PTO	7
Saturday				
Sunday				
Totals	29	9		38
Regular Hours (Standard workweek)				35
Straight-Time Overtime Hours				3
Premium Overtime Hours (Actual hours worked over 40)				0