



**INSTRUCTIONS FOR:
Classified Salaried/Hourly Non-Exempt Employee
Time Sheet
(Non-Exempt Overtime Eligible)**

1. Enter **employee information:** *Please type or print legibly*
 - Name (First and Last)
 - Employee ID No.
 - Department's Name
 - Supervisor's Name
 - Month/Year for which leave is being reported. *The pay period is the 1st of the month through the end of the month for **salaried classified employees**. The pay period is the 16th of the month through the 15th of the following month for **hourly classified employees**.*
2. Enter the dates that correspond with your pay period dates and the day of the week. For instance, if the first day of the month falls on Tuesday that is the day your timesheet should start with. Do so for each day of the month.
3. Enter actual shift hours worked in same format as example at top of time sheet, this insures that total work hours column calculates correctly. Do so for each day of the month worked, non-work days should be left blank. Hours worked is typically entered based on your appointment FTE. For example, if your position is .50 FTE (8 hrs x .50=4 hrs worked for regular shift).
4. **Overtime Pay:** Overtime payment is based on hours worked in excess of 8 hours per day or over 40 hours in a workweek. Overtime for employees working an irregular work schedule is time in excess of 10 hours per day or 40 hours per work week. SOU's workweek is Sunday 12:00 a.m. to Saturday 11:59 p.m. Overtime is calculated at a rate of one and one-half of an employee's hourly rate and is paid as either cash or compensatory time off (CTO).
5. **Overtime Comp Earned:** Overtime earned in the form of leave accrued. Comp time is earned at a rate of one and one-half of an employee's hourly rate and is paid as either cash or compensatory time off (CTO). CTO is based on hours worked in excess of 8 hours per day or over 40 hours in a workweek. CTO for employees working an irregular work schedule is time in excess of 10 hours per day or 40 hours per work week. SOU's workweek is Sunday 12:00 a.m. to Saturday 11:59 p.m.
5. **Leave Taken:** Enter the leave hours used on any day in the month and the total

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column will automatically sum hours by leave category. Leave taken is entered based on your appointment FTE. For example, if your position is .50 FTE (8 hrs x .50=4 hrs taken). Leave types are:

- Sick leave (*Article 40 SEIU contract*)
- Vacation leave (*Article 47 SEIU contract*)
- Holiday pay (*Article 42 SEIU contract*)
- Comp FLSA (*compensatory time off Article 25 SEIU contract*) – overtime payment in the form of leave taken. Comp time is earned at a rate of one and one-half of an employee's hourly rate and is paid as either cash or compensatory time off (CTO).
- Personal leave (*Article 39 SEIU contract*)
- Leave without pay (*LWOP Article 44 SEIU contract*) – to avoid overpayment when an employee has LWOP, the supervisor submits an approved status change form to the Service Center by the 15th of the month in which LWOP occurs.
- Other— to report (furlough taken, Special Day (*Article 42 SEIU Contract*), jury duty, pre-retirement counseling hours (*Article 45 SEIU contract*) and bereavement leave (*Article 41 SEIU contract*). Attach a copy of the notice from the court when requesting pay for jury duty

*If no leave was taken during the month, the corresponding column should be left blank.

6. **Weekly Total:** Additional hours worked are hours worked in a workweek above an employee's regular weekly schedule but equal to or less than 40 hours. Additional hours are paid and cannot be credited as compensatory time. The regular weekly schedule corresponds to the employee's FTE. For example, if your position is .50 FTE (8 hrs x .50=4 hrs worked for regular shift).
7. **Signatures:**
 - The employee's signature indicates that the time and leave reported is accurate.
 - The supervisor's signature indicates that the supervisor has reviewed the timesheet and approves that the time and leave reported is accurate.
8. **Submitting the time sheet:**
 - Time sheets are due to the Payroll Services Dept in Churchill Hall Room 143, by the third workday after the last business day of the month for which hours worked and leave is reported for the **Salaried Classified Employees**.
 - Time sheets are due to the Payroll Services Dept in Churchill Hall Room 143, by the third workday after the 15th of the month for which hours worked and leave is reported for the **Hourly Classified Employees**.
 - Pay day is the last business day of the month.