



**INSTRUCTIONS FOR:  
Classified Salaried Exempt Employee Time Sheet  
(Exempt from Overtime Eligibility)**

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 dates to correspond with days of the month. 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).
  
3. **Exchange Time Definition:** Exchange time for exempt employees is at the rate of 1 hour off for 1 hour of overtime worked up to a maximum accrual of 120 hours. Exchange time must be used within the fiscal year (July 1-June 30) or shall be lost [see Article 25, Section 4(B) SEIU contract]. No overtime is to be worked without the prior authorization of management. Exchange time applies as follows:
  - Time worked in excess of 8 hours per day or 40 hours per week if on a regular work schedule.
  - Time in excess of then 10 hours per day or 40 hours per week if on an irregular work schedule.
  - Time worked in excess of 40 hours per work week if on a flexible work schedule
  
4. **Leave Taken:** Enter the leave hours used on any day in the month and the total column will automatically sum hours by leave category. Leave taken is entered based on your appointment FTE. 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*)

- Exchange time taken (*Article 25, Section 4(B) SEIU contract*)
- Furlough taken
- 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 leave: jury duty (*Article 43, Section 1 SEIU contract*), bereavement (*Article 41 SEIU contract*), pre-retirement counseling hours (*Article 45 SEIU contract*). Attach a copy of the notice from the court when requesting pay for jury duty.

5. **Signatures:**

- The employee's signature indicates that the leave reported is accurate.
- The supervisor's signature indicates that the supervisor has reviewed the leave record and approves that the leave reported is accurate.

6. **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.