



**INSTRUCTIONS FOR:
Classified Temporary Hourly 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
 - *The pay period is the 13th of the month through the 12th of the following month. Time sheets are due in the Payroll Office the first working day after the 12th of the month.*
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 cash.
5. **Other University Employment**: Employees in multiple positions may not work more than 40 hours in a work week (Sunday through Saturday) without prior approval from each employing department.
6. **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. For example, if your position is .50 FTE (8 hrs x .50= 4 hrs taken). Leave types are:
 - Sick leave (*Article 40 SEIU contract*)

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

7. **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 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).
8. **Signatures:**
 - The employee's signature indicates that the time reported is accurate.
 - The supervisor's signature indicates that the supervisor has reviewed the timesheet and approves that the time reported is accurate.
9. **Submitting the time sheet:**
 - Time sheets are due to the Payroll Services Dept in Churchill Hall Room 143, by the third workday after the 12th of the month for which hours worked is reported for the **Temporary Hourly Employees**.
 - Pay day is the last business day of the month.