



**INSTRUCTIONS FOR:
Unclassified 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 Name
 - Month/Year for which leave is being reported. *The pay period is the 1st of the month through the end of the month.*
 - Total Regular Weekly Hours: This is the standard weekly hours that correspond to an employee's FTE. *For example, a .30 FTE appointment equates to 12 regular weekly hours; a .50 FTE appointment equates to 20 regular weekly hours.*
 - Supervisor's Name- print the name of the supervisor who signs the time sheet
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).

Flexible Schedule

- A **weekly work** schedule which varies in the number of hours worked each day which does not exceed the employee's regular weekly schedule. (For example: an employee who works 20 hours a week may work five 4-hour days one week, and two 10-hour days the following week.) **For full and part time employees.**
- A **monthly schedule** with work hours varying from week to week which does not exceed the employee's total monthly hours for the employee's FTE. (For example: November 2004 has 22 work days. For an employee with a .50 FTE the total monthly work hours is 84 [22 work days x 4]. The employee would be paid for any additional hours worked over 84 and would be eligible for overtime compensation for any workweek in which the employee works over 40 hours.) **For part time employees.**

4. **Overtime Pay:** Overtime payment is based on hours worked over 40 hours in a workweek. Paid and unpaid leave time does not count towards hours worked in calculating overtime and are subtracted from the weekly total in determining eligibility for overtime compensation. 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. **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 – Employees are eligible to earn sick leave. Length of appointment is not a criterion. Sick leave is accrued and prorated for a .50 FTE or greater appointment. Administrators on a less than .50 FTE appointment accrue one (1) hour of sick leave for every 30 hours worked in accordance with Oregon Sick Time law.
 - Vacation leave—Employees with a 12-month, .50 FTE or greater appointment are eligible to earn vacation leave. Vacation leave is prorated for administrators on a .50 FTE or greater appointment. Administrators working less than .50 FTE are ineligible for paid vacation leave.
 - Holiday pay
 - Leave without pay (LWOP) – to avoid overpayment when an employee has LWOP, the supervisor submits an approved status change form to the Payroll Services Department by the 15th of the month in which LWOP occurs.
 - Other— to report furlough taken, Governor's Day, jury duty, and bereavement leave

*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 hours reported are accurate.
 - The supervisor's signature indicates that the supervisor has reviewed the time sheet and verified that the hours reported are correct.
8. **Submitting the time sheet:**
- Time sheets are due in 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.
 - Pay day is the last business day of the month.