

| Employee Type       |            |                       | Pay Period | Timesheet Method                   |
|---------------------|------------|-----------------------|------------|------------------------------------|
| <b>Unclassified</b> | Exempt     | Hourly                | 13th-12th  | Webtime Entry                      |
|                     |            | Salaried              | 1st-31st   | Webtime Entry for leave reporting  |
|                     | Non-Exempt | Hourly                | 13th-12th  | Webtime Entry                      |
|                     |            | Salaried              | 1st-31st   | Webtime Entry                      |
| <b>Classified</b>   | Exempt     | Hourly                | 16th-15th  | Paper Timesheet                    |
|                     |            | Salaried              | 1st-31st   | Paper Timesheet                    |
|                     | Non-Exempt | Hourly<br>(Temporary) | 13th-12th  | Webtime Entry                      |
|                     |            | Hourly                | 16th-15th  | Paper Timesheet                    |
|                     |            | Salaried              | 1st-31st   | Paper Timesheet                    |
| <b>Student</b>      | Exempt     | Salaried              | 1st-31st   | Paper Timesheet for sick time only |
|                     | Non-Exempt | Hourly                | 13th-12th  | Webtime Entry                      |
|                     | Non-Exempt | Salaried              | 1st-31st   | Webtime Entry                      |
| <b>Faculty</b>      | Exempt     | Salaried              | Exempt     | Webtime Entry for leave reporting  |