

Southern Oregon University

INSTRUCTIONS FOR: Salaried Unclassified Overtime-Eligible Employee Time Sheet

1. Definitions:

- **Add'l Hrs** – 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. (See paragraph 3. Hours worked.)
- **Comp FLSA** – (compensatory time) – overtime payment in the form of leave. Comp time is earned at a rate of one and one-half times each hour or fraction of an hour worked over 40 hours in a workweek. The maximum amount of comp time that can be accumulated is 120 hours.
- **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.**
- **Leave eligibility:**
 - Vacation Leave: Employees with a 12-month, .50 FTE or greater appointment are eligible to earn vacation leave
 - Sick Leave: Employees with a .50 FTE or greater appointment are eligible to earn sick leave. Length of appointment is not a criterion.
- **Overtime** – actual 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.
- **Overtime pay** – compensation owed to an employee for work hours over 40 in a workweek. Overtime pay is calculated at one and one-half times the employee's regular hourly rate.
- **Pay day** - the last business day of the month
- **Workweek** – The workweek begins on Sunday and ends on Saturday.

2. Enter **employee information**: *Please print*

- Month/Year for which hours worked and hours used are being reported. *The payroll period runs from the 1st of the month through the end of the month.*
- Employee ID No.
- Name (First and Last)
- Department Name
- 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.*

- Other SOU Depts. Worked in this Month: If an employee worked for another department during the month, please enter the name of department. The employee will need to complete a separate time sheet for hours worked in the other department.
- Supervisor's Name –print the name of the supervisor who signs the time sheet

3. **Day:** Enter the day of the week that corresponds to the number of the day, e.g. (Sunday = S; Monday = M; Tuesday = T; Wednesday = W; Thursday = TH; Friday = F; Saturday = SA)

4. **Work Hours:** Enter the total hours worked each day of the month. Non-work days should be left blank.

5. **Hours Used:** Enter the leave hours and/or fraction of an hour (e.g. 1.50) used on any day in the month. Leave types are:

- Sick leave
- Vacation leave
- Holiday
- Comp FLSA is accrued as overtime compensation instead of cash. (See "Definitions" in paragraph 1.)
- Leave without pay (LWOP) – *to avoid overpayment when an employee has LWOP, the supervisor submits an approved "red-border" change form to the Budget Office by the 15th of the month in which LWOP occurs.*
- Other (e.g. Governor's Special Leave Day, jury duty, etc.) – Other (e.g. Governor's Special Leave Day, jury duty, etc.) – explain "other" leave by making a note on the time sheet on the day leave is taken or by attaching a note.

Please note: *If no leave was taken during the month, leave the spaces blank.*

6. **Totals:**

Daily Total – enter the total hours worked and hours used for each day

7. **Payroll Use Only: Weekly Hours, Add'l Hrs, and Hours Worked > 40** – Payroll staff completes this section. It is used to determine if an employee is owed compensation for work hours greater than the employee's regular weekly hours or for overtime (i.e. hours worked over 40 in a workweek.)

8. **Method of payment for hours worked over 40 in any workweek** – If an employee works over 40 in a workweek and is owed overtime compensation, enter the method of payment for overtime hours and the number of hours to be compensated for each type. (See "Definitions" in paragraph 1.) Note: *The supervisor determines the method of payment.*

9. **Signatures:**

- The employee's signature indicates that the hours reported are correct.
- The supervisor's signature indicates that the supervisor reviewed the time sheet and verified that the hours reported are correct.

10. **Submitting the time sheet:**

Time sheets are due in the Payroll/Benefits Office, CH 160, by the third workday after the last business day of the month for which leave is reported.