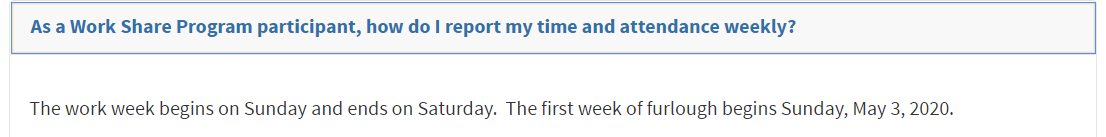
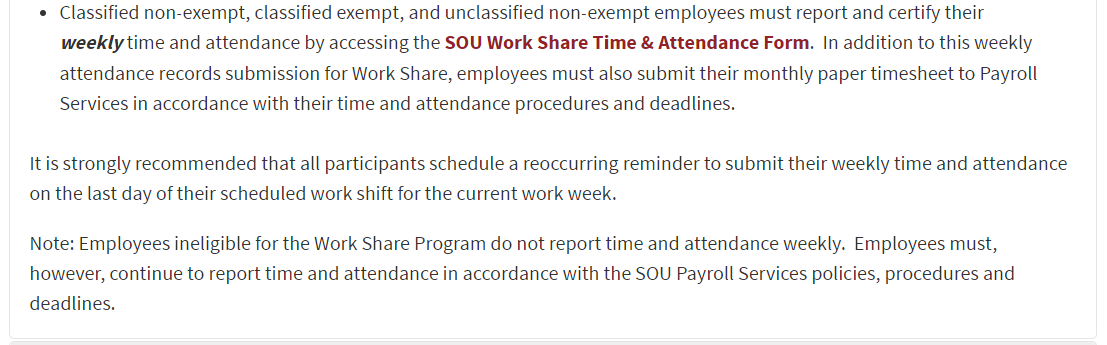
**CLASSIFIED NON-EXEMPT, CLASSIFIED EXEMPT, UNCLASSIFIED NON-EXEMPT TIMESHEETS COMPLETION FOR FURLOUGHS**



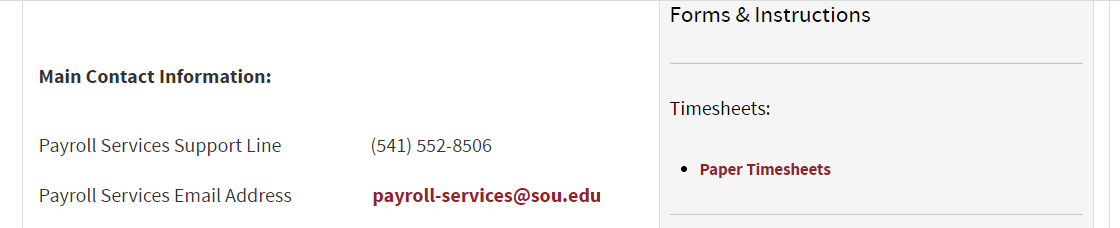


**Go to InsideSOU and go to Payroll Services Website to access link for paper timesheet**

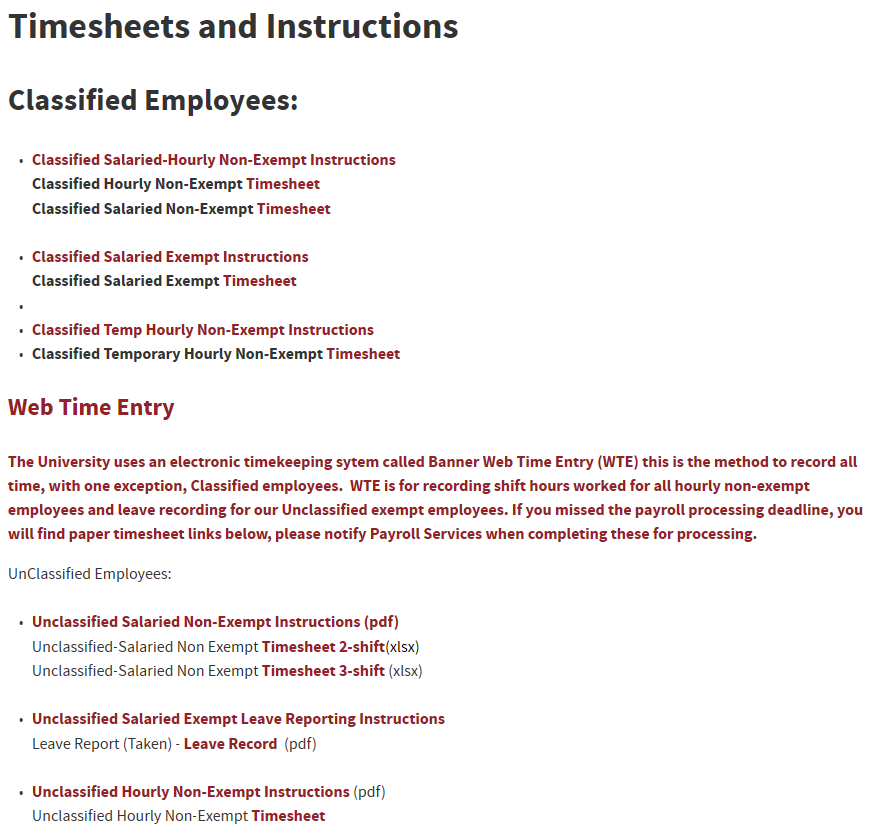
<https://inside.sou.edu/bus-serv/payroll/index.html>



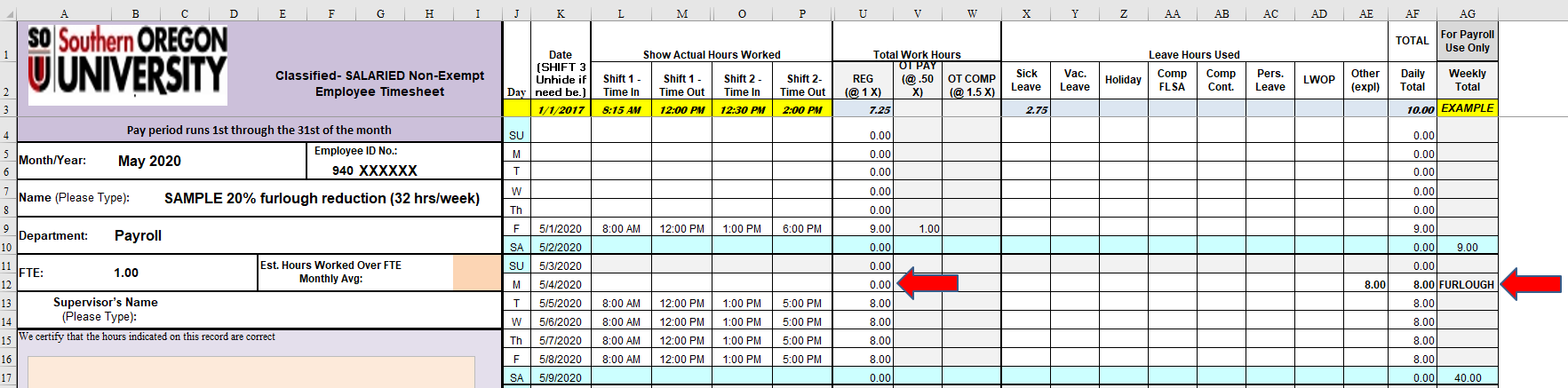
**Under Form & Instructions – click on link for paper timesheets**



**Select correct timesheet for your employment classification**



**The following timesheet example shows an 8 hours furlough reduction per week:**



**The following timesheet example shows an 8 hours furlough reduction per week with holiday:**

