**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:**

