

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



CLASSIFIED EMPLOYEE TIME SHEET

Month _____ Year _____

Due in Payroll Office the first work day after the end of the pay period—NO EXCEPTIONS.

Pay Period: 1-15 16-end of month

Employee Name _____

System Identification Number

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Work Schedule: Regular Nonscheduled Alternate

Scheduled Hours per Day/per Week _____

Department/Budget Number _____

Regular Days Off _____

Record of Hours Worked and Leave Taken		1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15 30	16 31	TOTAL HOURS	
Regular Time	Regular time worked (including holiday time off)																		REG
	Paid Leave Taken																		VAC
	Vacation leave																		CSL
	Sick leave																		P/H
	Personal holiday																		CMP
	Compensatory time taken																		CSL, VAC or LWO
	Emergency child care (indicate type of leave)																		CLV, BLV MLV
	Other paid leave (indicate type of leave)																		LWO
Leave Without Pay	Leave without pay (requires HRO approval)																		LWC
	Leave without pay cyclic (cyclic appointment nonwork days)																		
Total Regular Hours																			
Additional Pay	Paid overtime (report actual hours worked)																		OVT
	Callback pay																		CBP
	Holiday worked or snow removal																		OVT, SRP
	Additional hours (straight time)																		SOV
Compensatory Time Earned	Compensatory time earned (report actual hours worked)																		CTE
	Holiday on day off																		CTE
	Holiday worked																		CTE
Total Additional Pay and Compensatory Time Earned																			

I certify that the above information is a true and accurate record of hours I have worked and leave I have taken for the specified time reporting period.

Employee _____
Signature Date

I certify that the above information is a true and accurate record of the hours worked and leave taken by this employee for the specified time reporting period.

Supervisor _____
Signature Date

CLASSIFIED EMPLOYEE TIME SHEET INSTRUCTIONS

Each pay period, classified employees with regular, nonscheduled, and alternate work period designations are required to report all time worked and leave taken on this time sheet. Pay periods for classified employees are defined as the 1st through the 15th of a calendar month and the 16th through the last day of each calendar month. The time sheet should be completed each day during the pay period and submitted to the appropriate supervisor on the last day of each pay period. The supervisor will review and sign the time sheet and submit it to the Payroll Office for processing.

INSTRUCTIONS

Pay Period, Month and Year—Check the appropriate box for the pay period being reported and indicate the month and year being reported.

Employee Name and System Identification Number—Please print your name and system identification number (SID).

Work Schedule—Check the box that applies to your work schedule designation. If you are unsure of your designation, contact your supervisor or the Human Resources Office (HRO) at extension 5040.

Scheduled Hours and Regular Days Off—Indicate your normal scheduled hours per day and regular days off. If you have a nonscheduled or alternate work period designation, enter your normal hours per week and your days off.

Department/Budget Number—Enter the name of your department and the budget number to which your salary is being charged. Ask your supervisor if you do not know this information.

Record of Hours Worked and Leave Taken

Regular Time—For each day in the pay period, report your actual hours worked or holiday time off.

Paid Leave Taken—Attach Leave Authorization Form for all time reported in this section.

Vacation, sick leave, or compensatory time—Report the total hours taken each day during the pay period.

Personal holiday—Record the day your personal holiday was taken. Your personal holiday must be taken as a full day.

Emergency child care leave—Report the actual hours taken for child care emergencies. Indicate type of leave requested. For example, compensatory time, vacation, sick leave, personal holiday, or leave without pay.

Other paid leave—Report hours taken for leave such as civil duty (jury), military or bereavement.

Jury duty leave—Attach copy of summons to your Classified Employee Time Sheet.

Military leave—Attach copy of military orders to your Classified Employee Time Sheet.

Bereavement leave—Provide the family relationship in the “Reason for Leave” section of your Leave Authorization Form.

Other paid leave—Provide explanation of type of leave requested in the “Reason for Leave” section of your Leave Authorization Form.

Leave Without Pay

Leave without pay—Record actual hours of leave without pay taken. The Human Resources Office must approve leave without pay in advance of its occurrence.

Leave without pay cyclic—Record leave without pay hours associated with nonworking days during the cyclic appointment year.

Total Regular Hours

For each day in the pay period, add the column from top to bottom and enter the sum of the total hours. This total should equal your regular scheduled hours per day. If no additional hours were worked, sign and date the form and give to your supervisor for approval.

Additional Hours

Hours work in addition to the normal work schedule are recorded under the appropriate date of the “Additional Pay” or “Compensatory Time Earned” sections. All additional hours must be approved in advance by your supervisor on an Additional Hours Authorization Form and attached to your Classified Employee Time Sheet.

Additional Pay

Paid overtime—Report the actual hours of overtime worked for each occurrence of the overtime and provide the budget number for the overtime pay on your Additional Hours Authorization Form. Overtime will be paid at time and one-half.

Callback pay—If you left work after completion of your normal schedule and were called back to work outside of your regularly scheduled hours to handle emergency situations which could not be anticipated, record 2 hours for each call back occurrence and record the actual hours worked in the “Paid Overtime” section.

Holiday worked—For regular and nonscheduled employees, record the actual hours worked if you were required to work on a designated state holiday. The time will be compensated at time and one-half.

Snow removal—Record the actual hours worked for snow removal duty. Also record the actual hours worked in the “Paid Overtime” section.

Additional hours—This applies only to employees scheduled to work less than 8 hours per day or 40 hours per week. Record any additional hours above and beyond your normal scheduled hours per day. This time will be compensated at your straight time hourly rate.

Compensatory Time Earned

Compensatory time earned—Compensatory time may be earned in lieu of paid overtime. Report the actual hours of overtime worked for each occurrence of overtime. For full-time employees, compensatory time will be accrued at time and one-half.

Holiday on day off—If a designated state holiday falls on your regularly scheduled day off, you are entitled to a replacement day off. Record the actual holiday hours earned if a holiday falls on your regularly scheduled day off.

Holiday worked—For regular and nonscheduled employees, record actual hours worked if you were required to work on a designated state holiday. Compensatory time earned in this category is in lieu of monetary payment for a holiday worked.

Total Additional Pay and Compensatory Time Earned

Add the total of all additional hours worked and compensatory time earned each day in the pay period. Enter each daily total in the section called “Total Additional Pay and Compensatory Time Earned.”

Prior to turning in your Classified Employee Time Sheet, add each date down and complete the “Regular Hours” subtotal shaded area and the “Total Additional Pay and Compensatory Time Earned” shaded area. Then add across to complete the “Total Hours” column. The total adding down should equal the total adding across.

Employee’s and Supervisor’s Signatures

Sign and date your Classified Employee Time Sheet and give to your supervisor. Supervisors are required to review the information and make sure that all time sheets for their department are in the Payroll Office on the first working day after the end of the pay period.