



## NON-EXEMPT (OVERTIME ELIGIBLE) MONTHLY TIMESHEET

Name \_\_\_\_\_

Position Title \_\_\_\_\_

SID# \_\_\_\_\_

Dept/Division \_\_\_\_\_

Each day should be filled with actual hours worked and the code for any absence. In the case of a partial day worked, use a slash (/). Example: 6 hours worked and 2 hours sick leave would be shown as 6/2S. The work week begins at 12:00 AM on Saturday and ends at 11:59 PM on Friday. 1 hour of overtime (OT) equals 1.50 hours.

**MONTH:**

Week Ending Date	Hours Per Day							Total Regular Hours	Supervisor Approved	
	SAT	SUN	M	T	W	TH	F		OT Hrs Paid	OT Hrs Comp
<b>GRAND TOTALS</b>										

I certify that the time shown above truly represents the hours worked or leave taken during the month shown.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

<u>CODE</u>	<u>Leave Type</u>
V	Vacation (Annual Leave)
S	Sick Leave
C	Compensatory Time
R	Sick Relative
H	Holiday Leave →
W	Leave without Pay
I	Injury Leave
M	Military Leave
F	Funeral Leave
A	Administrative Leave
J	Jury Duty Leave
K	K-12 Leave

<u>HOLIDAY CODES</u>	
H-1	New Year's Day
H-4	Memorial Day
H-5	Independence Day
H-7	Labor Day
H-10	Thanksgiving
H-11	Christmas
H-12	Alternate Holiday

The original of this document must be submitted to the Payroll Department by the 5<sup>th</sup> of each month.