

INSTRUCTIONS FOR COMPLETING TIME REPORT

A Time Report must be made out for every employee on the payroll, even if no work is performed or no pay is involved in that particular pay period. If the employee is off work and unavailable to sign his/her own time report, a Supervisor specifically authorized to do this may certify the time report.

- 1) **Who Uses this Form:** All University employees except salaried Faculty and Administrators must complete either time clock cards or this form to record their time worked. Any non-exempt employee not assigned a time clock card will use this form (including student employees).
- 2) **Hours of Work:** Under “Time Began” the employee is to record the time his/her duties are begun; under “Time Ended,” record the time that he/she completes the work period (morning, afternoon, evening).
- 3) For computation of total and overtime hours do not include the time designated for lunch hour.
- 4) **All absences** from work must be explained under “Reason for Absence.” No absence will be paid automatically. If the employee is eligible for payment for the absence, he/she must request this payment by noting the hours of Sick or Annual Leave requested under “Regular Hours.” Otherwise it must be recorded as No Pay (NP). **Actual pay for Sick or Annual Leave Absence may not exceed the amount available in the employee’s accumulation account.**
- 5) **Tardiness:** Tardiness exists any time an employee is not in and/or ready to work at the start of his/her work period. Docking of pay due to tardiness is covered by a separate policy as are penalties for excessive tardiness.
- 6) **Compensatory time** (paid time-off not worked for earlier extra time worked), is not authorized. All time actually worked is to be properly paid and no absence from work is to be paid unless specifically authorized by a specific payment policy (i.e., Sick Leave, Annual Leave, Funeral Leave, etc.)
- 7) Payment of time worked in excess of 8 hours in one day and 40 hours in one week must be paid as overtime at the rate of 1^{1/2} times the employee’s regular hourly rate. Paid absences, such as sick leave, annual leave and holidays are considered as time worked when computing overtime pay.
- 8) The employee must sign the Time Report to authenticate that the hours on the time sheet are true and that the reasons for the absences are correct. These hours must be verified by the Supervisor or person authorized to approve the departmental payroll records.
- 9) Individual time reports must coincide with the official payroll Attendance Record. **Do not sign an incorrect time report.** Severe penalties up to and including discharge can result from an employee turning in a false time report.
- 10) **This time Report will be retained for at least Three (3) Years within the department and will be inspected and audited by both University and non-University authorized personnel.**
- 11) **DO NOT SEND THIS TIME REPORT TO PAYROLL.**