**Time Worked Section**

Record time worked for each week as follows:

1. Enter in and out times vertically under the appropriate date column.
2. Total the number of hours worked for the day to the nearest quarter hour in the Total Hrs block located under the appropriate date column.
3. Add all hours worked during Week 1 by adding all the Total Hrs blocks in the Week 1 section. Place this total in the Total Hours Worked Week 1 block.
4. Follow the same steps for Week 2.

**Signature Section**

1. Employees who have worked their standard hours with no exceptions should check the ‘no’ box located in the signature section. Employees who have worked extra hours, used leave or compensatory time, earned compensatory time, or used leave without pay, must complete the Leave and Pay Exceptions Report. In this case, check the ‘yes’ box located in the signature section, sign the timesheet, and complete the Leave and Pay Exceptions report. The Leave and Pay Exception Report check box does not apply to positive pay employees (OPS hourly and student hourly employees).
2. Sign, date, and submit the timesheet to the supervisor for approval.

**Note:** The form MUST be signed by the supervisor, however, if the employee is unavailable to sign the form, the supervisor should indicate ‘employee unavailable to sign’ on the employee signature line.
Leave and Pay Exceptions Report Quick Reference

Leave Balance Section

Employees should verify that leave taken, leave earned, and leave balances are correct.

Extra Pay Section

The form should be completed as follows:

1. Complete the total hours worked, including hours worked, holidays, personal holidays, and administrative leave and write that number in the Actual Hours column for both week 1 and week 2.
   - A&P Non-Exempt and USPS Non-Exempt employees, if actual hours exceed scheduled hours, specify whether the excess hours were physically worked or not physically worked.
     - EXT = hours worked in excess of scheduled hours for part-time A&P Non-Exempt and USPS Non-Exempt employees. This code should be used to document the hours worked in excess of the scheduled hours up to 40 hours. Any hours worked in excess of 40 must be treated as overtime (OVT).
     - OVT = hours worked in excess of scheduled hours which will be paid for A&P Non-Exempt and Non-Exempt USPS employees. Enter this time on an hour-for-hour basis; these hours will be paid at the employee’s overtime rate of pay.
     - EXC = Excess of 40 not physically worked. Enter this time on an hour-for-hour basis, these hours will be paid at the employee’s rate of pay.

2. The time processor will enter on-call payments, if applicable, in the On-call box.

Leave Usage Section

1. The types of leave for which the employee is eligible and the abbreviations for the leave types are located in this section. Leave types vary according to work groups.
   *Those carrying either Compensatory leave balances must use them by 6/30/18 or all will be paid out.

2. Enter the leave type abbreviation (or the Time Reporting Code) in the Leave Type column and the number of hours in the appropriate day.

3. Enter the total hours for each leave type in the Wk 1 Total column and Wk 2 Total column.

Leave Approval and Signature Section

1. Enter the date and time for which leave is being used, the leave type, the number of hours, and the reason. A general reason must be given for the use of leave or leave without pay.

2. Sign, date, and submit the report to the supervisor in accordance with the department’s policy.