

## TIMESHEETS

Timesheets are distributed to employees by the departmental payroll processor.

Faculty, A&P Exempt and USPS Exempt employees are not required to complete a Timesheet.

All A&P Non-Exempt, USPS Non-Exempt and hourly OPS employees must complete a Timesheet each biweekly pay period. The Timesheet must accurately reflect the hours the employees worked during Week 1 and Week 2 of the pay period. Total hours worked each day must be rounded to the nearest quarter hour (15 minutes) and indicated in the "Total Hrs" column. The "Total Hours Worked" column for each week should reflect the total number of hours worked during the workweek.

The Timesheet must be signed by both the employee and the supervisor; however, if the employee is unavailable to sign the Timesheet, the supervisor may indicate such on the employee's signature line.

If an employee does not complete a Timesheet and/or Leave and Pay Exception Report, it becomes the responsibility of the supervisor to complete one and submit it for processing and approval.

When an A&P Non-Exempt or USPS Non-Exempt employee uses any type of leave or leave without pay, he/she must submit a Leave and Pay Exceptions Report, in addition to the Timesheet.

When an A&P Non-Exempt or USPS Non-Exempt employee works more than his/her scheduled hours during a workweek, he/she must submit a Leave and Pay Exceptions Report, in addition to the Timesheet.

### **A&P Non-Exempt and USPS Non-Exempt Employees**

Both A&P Non-Exempt and USPS Non-Exempt employees must record their start and stop times (except the 15 minute work breaks) during each workday. The time worked must be recorded to the nearest minute. The total for each workday must be rounded to the nearest quarter hour, using the rounding chart below.

#### **Rounding Chart**

<u>Minutes</u>	<u>Quarter of Hour</u>
00 – 07	.00
08 – 22	.25
23 – 37	.50
38 – 52	.75
53 – 60	1.00