

TIMESHEETS

Timesheets are distributed to employees by the departmental payroll processor.

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. Complete blocks for actual arrival "In" and departure "Out" times vertically under the appropriate date column. Sum the "Total Hrs" for the workday to the nearest quarter hour (see Minutes Conversion Chart below). Sum the hours per workweek (Friday through Thursday) and enter the total in "Total Hours Worked Week 1" and "Total Hours Worked Week 2".

The Timesheet should 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.

Non-Exempt Employees

Non-Exempt employees must record their actual arrival and departure times (except the 15 minute work breaks) for each workday. The total hours worked for each workday must be rounded to the nearest quarter hour, using the Minutes Conversion Chart below.

Minutes Conversion Chart (For use with the "Total Hrs" box for each workday.)

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