Bi-Weekly Payroll Time Record Comp Time Version (Eff. 8/23/2009)

Instructions: Following are instructions for completing the timesheet electronically. All boxes that are shaded will automatically calculate when the form is completed electronically.

- **Employee Name:** Record your last name (comma) first name and middle initial. Example: Doe, John
- **Empl ID:** Enter your 8-digit, numeric identification code. Example: 01020000
- **Pay Period Begin and End Date:** Record the dates of the pay period covered by this timesheet. Example: 8/23/09 to 9/5/09
  Note: Enter the begin and end date and the dates associated with each day of the pay period will auto-populate.

Week 1 and Week 2

- **Time In/Out**: Record the actual times in/out for each day you worked (Except for hours worked on a holiday). Example: Time In 7:30 AM and Time Out 11:35 AM, time in 12:35 PM, time out 4:30 PM. Note: When completing the time sheet electronically, times recorded must include "AM" and "PM" (NO PERIODS) and there must be a space between the time and the "AM" or "PM" designation, so that hours worked field will calculate automatically. If daily total displays "# value," the format of times in/out needs to be corrected.
- If you work on a holiday, record the number of hours worked in the "Holiday Worked" field and the actual time in /out in the "Explanation Of Holiday Worked Hrs or Other" field.
- **Hours Worked:** This field automatically calculates if the times in/out have been properly formatted.

Minutes are converted based on the following conversion:

Minutes to Tenths of Hours Conversion Chart			
Minutes Worked	Convert To	Minutes Worked	Convert To
0-2	0	33-38	.6
3-8	.1	39-44	.7
9-14	.2	45-50	.8
15-20	.3	51-56	.9
21-26	.4	57-60	1.0
27-32	.5		

- **Holiday Worked** (Benefit Eligible Employees ONLY): Record the number of hours actually worked on a University holiday in this field. Note: Do not record the actual hours worked on a holiday in time in and out fields. You should record in and out times in the field called "Explanation of Holiday Worked Hrs or Other." Hours worked on a University holiday are paid at 1-1/2 times the straight time rate so those hours must be captured separately to apply premium pay.
- **Paid Holiday** (not worked) (Benefit Eligible Employees ONLY): Record the number of holiday hours for which you should be paid based on your FTE. Example: 100% FTE=8 hours 75% FTE =6 hours. If you are unsure of your FTE, please check with your supervisor.

- **Other Paid Hours:** Record the number of hours of other paid time off on each day where this type of absence occurred. Other paid hours include time where the employee is not working but the time is paid. Examples include jury duty, funeral leave, military leave, and stand by pay. It also includes the portion of call pay that is not actually worked is paid to reach a 3 hr. minimum. See Human Resources Policy Manual HR212. ***DO NOT RECORD time off for vacation, sick leave, family sick leave, or personal days in this field.**
- **Explanation of Other:** State reason for the time recorded in the "Other Paid Hours" column, e.g., jury duty, funeral leave, military leave, call pay–3 hr. minimum or stand by pay.   This is also where you record the time in/out when you work on a University holiday.
- **Comp Time Used:** Record the number of hours of accrued compensatory time used to cover excused absences.

Vacation, Sick Leave or Personal Days

NOTE: If any of the paid time off is used to continue your pay during an approved FMLA leave, check the box to the right of the hours recorded.
- **Vacation:** Record the number of hours of vacation hours taken.
- **Sick Leave:** Record the number of hours of sick hours taken due to your own illness.
- **Family Sick Leave:** Record the number of sick hours taken due to the illness of an immediate family member. For more information on the amount of Family sick leave that is available and who is covered as "immediate family," see the Human Resources Policy Manual HR404.
- **Personal Days:** Record the number of hours taken off for a personal day. For more information on Personal Days see the Human Resources Policy Manual HR403.
- **Daily Totals:** This field automatically calculates when you complete this form electronically.
- **Unpaid FMLA:** For each day of the week that you normally work, record the number of hours that you were not available to work because of a FMLA absence if you have no paid time off (vacation, sick, family sick, or personal days) to cover the absence.

Total Hours First Week and Second Week

All of the fields in this section automatically calculate when you complete this form electronically.
NOTE: Hours Eligible for OTM/CTE: Hours eligible for overtime/comp time earned include all hours actually worked except hours worked on a holiday since those are captured separately. (See HR 211).

Shift Differential

- **Hrs. Worked:**   Record any hours worked that are eligible for shift differential.
- **Overtime (DF0):** Record any hours worked that are eligible for shift differential overtime. DF2 =2nd shift (2pm- before 10pm) DF3 = 3rd shift (10pm- before 4 am) See Human Resources Policy Manual HR213.

Totals for the Biweekly Pay Period

- **REG:** This field automatically calculates. NOTE: REG includes hours worked, other paid hours (e.g., funeral leave, jury duty, voting, standby pay and call pay), paid holiday and all paid time off

(vacation, sick, family sick, personal days and compensatory time used.) REG does not include work on a holiday or hours eligible for overtime/comp time since those are captured separately.

- **HOL:** This field automatically calculates. NOTE: HOL includes any hours in fields 1b+2b.
- **OTM:** This field automatically populates from the amount entered in field 3j.
- **CTE:** This field automatically calculates from fields 1j + 2j and is reduced by any OTM entered in field 3j.

The following paid time off taken during the biweekly pay period will be entered into WebTime to reduce the accrual balances.

- **CPT:** This field automatically calculates and includes any hours in fields 1e+2e
- **VHT:** This field automatically calculates and includes any hours in fields 1f+2f
- **SHT:** This field automatically calculates and includes any hours in fields 1g+2g
- **FHT:** This field automatically calculates and includes any hours in fields 1h+2h
- **PHT:** This field automatically calculates and includes any hours in fields 1i +2i

Comp/Overtime Distribution

- **HRS. ELIG.FOR OTM/CTE:** This field automatically calculates and includes the hours recorded in fields 1j + 2j.
- **OTM:** Enter the number of hours to be paid as overtime (if applicable). This field does not automatically populate.

Compensatory Time Record

- **Balance Brought Forward:** Record the balance from the previous time sheet.
  NOTE: If the time sheet is completed electronically the remaining fields populate automatically.
  Comp Time Earned: This field automatically calculates your total comp time earned at 1.5 times actual hours of comp time, e.g., 4 hours of work will calculate to 6 hours of comp time.
  Comp Time Used: This field automatically calculates and includes the hours of comp time used in fields 1e +2e.
- **Balance:** This field automatically calculates by adding comp time earned to previous balance and subtracting any comp time used.

Signature/Approvals

- **Employee Signature:** Sign your name in the space for Employee's Signature.
- **Supervisor Signature:** Give completed Time Record to your supervisor. The appropriate supervisor must approve the Time Record, certifying its accuracy. Both the employee and the appropriate supervisor must initial any changes made to this form