

MEMO

TO: College of Veterinary Medicine non-exempt staff
FROM: Peggy Howerton, CVM Business Office, 102 Trotter Hall
RE: Time and Leave Document (Timesheet) procedures and guidelines

- ◆ **TIMESHEETS REQUIRE ORIGINAL SIGNATURES FROM YOU AND YOUR SUPERVISOR PRIOR TO BEING TURNED IN. YOUR TIMESHEET MUST BE COMPLETED IN INK.**
- ◆ Timesheets are due in my office by 4:00 p.m. on the second Friday of the pay period. In the event that you will be working the following Saturday, you may turn in your timesheet **FIRST THING** Monday morning. **Timesheets turned in late are subject to a 2 week delay in pay!**
- ◆ Any changes (white-outs, cross-outs, write-overs, etc.) of hours need to be initialed by you and your supervisor.
- ◆ All leave slips must have your supervisor's original signature and must match what is recorded on your timesheet.
- ◆ Your time is to be recorded in **15 minute increments** according to the following:

| | | | | | |
|----------------|------|-------|-------|-------|-------|
| Minutes worked | 0-07 | 08-22 | 23-37 | 38-52 | 53-67 |
| Hours recorded | 0.00 | 0.25 | .50 | .75 | 1.00 |

- ◆ If you take time off or work additional hours, change the hours in that day's column to reflect how many hours were actually worked. If leave was taken, add a line to show what type of leave is being used and indicate the number of hours taken. Also change the total hours worked and leave taken in the far right hand column (see example 1 on attached timesheet).
- ◆ If you work extra hours, overtime status is achieved only when you have actually worked 40 hours in a pay period week. Working over 8 hours in one day is not considered overtime. When a total of 40 hours in the week have been worked, record the hours over 40 as "CME", comp time earned or "OTP", overtime pay. (see example 2 on attached timesheet).

◆ **Commonly used time and leave codes:**

| | | |
|-------------------------------|------------------------|------------------------------|
| VAC: Vacation leave | SCK: Sick leave | CME: Comp time earned |
| CMT: Comp time taken | DDY: Discretionary Day | HCT: Holiday Comp time taken |
| JRY: Jury Duty | OTP: Overtime pay | REG: Regular hours worked |
| HCP: Holiday Comp time earned | FNL: Funeral leave | |

- ◆ **If you have any questions or need assistance in completing your timesheet, please contact me.**