

# Time Sheet Instructions for SPA non-exempt Employees

Date: 9/12/12

## Regular Hours Worked

Enter the hours that you worked each day that was a part of your regular schedule.

Example: Your schedule is 8am – 5pm (with a 1 hour lunch break) Monday through Friday, and you worked eight hours each day. You would put “8” in the Monday – Friday blocks.

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## Extra Hours Worked

Enter hours that you physically worked outside your regular schedule. Example: You came in on Saturday as requested by your supervisor and worked 8 hours. You would enter “8” in the Extra Hours Worked Line for Saturday – or if you were required/permitted work an hour past your regular schedule on a regular workday, you would enter “1” in the Extra Hours Worked line for that day. (Do not enter hours worked on this line for a holiday, official university closing, or when on official call-back status and called in to work. These hours have special rules and must be entered in subsequent blocks.)

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## Holiday Taken

On designated holidays, enter 8 hours (times your FTE – 4 hours for a .5 FTE employee) in the appropriate day on the Paid Holiday Line – whether you took the day off, or whether you worked.

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## Holiday Worked

If you were required to work on the holiday, enter the number of hours you worked in the appropriate date on the holiday worked line. .

## Leave Taken

Enter the actual number of hours taken in the appropriate block (Special Leave, Vacation, Sick, Accrued CompTime, Community Service Leave, Civil Leave, Shared Leave, Military Leave, Adverse Weather Leave, or Official University Closing hours. Only enter leave in the “Other Leave Taken” block if you have prior supervisory approval. Enter a comment on the time sheet to explain the type of “Other Leave.”

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## Official University Closing

If the university is officially closed due to emergency conditions on a regular schedule workday, enter the number of hours that falls within your schedule.

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## Official University Closing Essential Staff Work Hours

Essential staff should enter the total number of hours worked during the official closing block of time.

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## Shift Premium Hours

Enter the number of hours you worked that are eligible for shift premium compensation.

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## On-Call Hours

Designated on-call employees should enter the number of hours for each day they are scheduled for on-call status.

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## Call Back Time Worked

Enter hours worked when in on-call status. A minimum of two hours applies for call-backs that require travel to the work site. A thirty minute minimum applies for call-backs that are handled via phone or electronic communication.

**Questions?** Please call or email

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