

Instructions: The Fair Labor Standards Act requires that a record of hours worked on a weekly basis be maintained for all employees except executive, administrative, managerial, faculty, and professional (non-faculty). Department/unit heads are responsible for compiling and maintaining this record in departmental files on each covered employee for a period of at least four (4) years.

EMPLOYEE INFORMATION:	FOR SEMI-MONTHLY PAYROLL PERIOD:
SSN: _____ Name: _____ Department: _____	Beginning: _____ (month/day/year) Ending: _____ (month/day/year)

Week 1

	S	M	T	W	TH	F	S	Totals
Date →								
*Actual Daily Hours Worked								
Compensatory Time Used								
Holiday								
Medical Leave								
Personal Leave								
Leave without Pay								
Daily Totals								

Week 2

	S	M	T	W	TH	F	S	Totals
Date →								
*Actual Daily Hours Worked								
Compensatory Time Used								
Holiday								
Medical Leave								
Personal Leave								
Leave without Pay								
Daily Totals								

Week 3

	S	M	T	W	TH	F	S	Totals
Date →								
*Actual Daily Hours Worked								
Compensatory Time Used								
Holiday								
Medical Leave								
Personal Leave								
Leave without Pay								
Daily Totals								

ESTIMATED HOURS (For students, intermittents & temporaries.)

	S	M	T	W	TH	F	S	Total
Week 1								
Week 2								
Week 3								
Total EST								

	Total Regular Hours	Adjustments	*Total Overtime Hours	****Hours Transferred to Comp. Record
Week 1				
Week 2				
Week 3				
DOC				
RTO				

I certify this record is accurate and accounts for my time during the indicated period.

Employee's Signature **Date**

I certify the hours recorded and coded on this form are correct and in compliance with University policy.

Supervisor's Signature **Date**

***Daily Hours** - Record the actual number of hours worked each day (to the nearest quarter hour).
 ****Total Regular Hours** - The total hours to be paid at the regular rate should include any hours of paid leave, compensatory time used and official University holidays.
 *****Total Overtime Hours** - Overtime work is defined as those hours actually worked beyond 40 during a work week. Hours of leave with pay, compensatory time used and paid University holidays are not considered in computing overtime hours. Please refer to the previous semi-monthly time report to determine if overtime occurred during the first week of the current pay period.
 ******Hours Transferred to Compensatory Record** - Any overtime hours, which are not paid in cash, must be recorded at the rate of 1.5 for each overtime hour worked and transferred to the compensatory time record (HRM Form 311c). (See HRM Policy #60-311, Overtime/Compensatory Time.)