MISSISSIPPI STATE UNIVERSITY NON-EXEMPT EMPLOYEE SEMI-MONTHLY TIME REPORT INSTRUCTIONS May 24, 2018

I. INTRODUCTION

The **Fair Labor Standards Act requires** that a record of hours worked be maintained for all non-exempt employees who work on a full or part-time basis, including intermittent and student workers. The department/unit head is responsible for maintaining time records in department files on each covered employee for period of at least (3) years.

All time reports should be reviewed and signed by the appropriate individuals in the department at the end of the payroll period, after the 16th and the end of the month. A good practice is to turn in your time report to the appropriate supervisor immediately after each payroll period.

II. ENABLE CONTENT

When you open the Semi-Monthly time report, you may need to enable the macros in the spreadsheet. To enable the macros select the "Enable Content" button at the top of your spreadsheet.



When you select the "Enable Content" button, the following popup will appear.



Select "Yes"

III. BEFORE ENTERING TIME

The time report will show 24 tabs at the bottom of the spreadsheet that are based on the semi-monthly payroll for the 1st through the 15th and 16th through the end of the month for each month.

↔	July 1 - July 15	July 16-July 31	Aug 1 -Aug 15	Aug 16 -Aug 31	Sept 1	÷ : •

Before an employee enters hours in the time report, data is required to be entered at the beginning of the time report.

• To begin, select the tab "July 1 –July 15."

A. Identify the Employee and Department. Please enter the following information.

- MSU ID #
- Employee Name
- Department

When an employee keys their **MSU ID number, name, and department** in the first tab (July 1 – July 15), this information will populate in the other time reports in each tab. This will keep the employee from having to key the information in every time report.

1 2		-	Non-	Exer	Mi npt	issis Emp	sip loy	pi St ee S	ate emi	Uni Mo	vers nthl	ity y Tir	ne R	epo	rt						
4	Instructions: The Fair Labor Sta faculty). Department/unit heads ar	ndards Act requi re responsible for	res that a re compiling	ecord of h and main	ours wo taining th	rked on nis recon	a week d in dep	ly basis t artment fil	ce maint es on ea	ained fo ach cov	r all emp ered em	oloyees iployee f	exceptex for a period	ecutive, I of at le	administra ast (3) yea	itive, ma irs.	magerial, fa	aculty, ar	id profes	sional (non-	_
(MSU ID #:						Г	Pay pe	riod sta	rt date:		Saturda	ay, July 1	, 2017							
7	Name:							Pay pe	riod en	d date:		Saturda	ay, July 1	5, 2017				•			
8	Department:							Pay Pe	riod Nu	umber:		13									
11	Employee Scheduled Hours Pe	er Week			+	- Fil	ELDS M U	IST BE EN	TERED F	OR CAL	ULATIO	NS TO WO	ORK PROPI	ERLY -	→	Recei	ve Compe	ensatory	Time	Yes	
40	Work Week Dates	Day of The Week	Actual Hours Worked	ompensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	eave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	Please Sel No Yes Ared Co "Ye Co	e not r ompen

The *payroll start dates, end dates, and pay period numbers* will be keyed in the time reports by the department of Human Resources Management at the beginning of each *fiscal year*.

B. Employee Scheduled Hours Per Week

When an employee is offered a job at Mississippi State University, their offer should reflect how many hours they are expected to work each week. For the calculations to work properly in the new time report, the employee will need to enter how many hours they are scheduled to work each week (Example: 40) in the yellow box as shown below.



Note: This field will show the color yellow in the first tab until the employee enters their scheduled weekly hours. In Addition, the box below will appear if the employee saves the time report without entering their scheduled hours per week.

Microsoft Excel	×
Employee scheduled hours per week requires user input	
ОК	

• Select "**OK**" and enter your scheduled hours per week.

This information will **populate** to the other time reports in each tab, but the employee will have the capability to change the scheduled weekly hours in the other time reports if an employee has a scheduled weekly hour status change during the fiscal year.

C. Receive Compensatory Time

• Please Select "Yes" or "No"



If you do not make a selection from the drop down box, the box below will appear when you try to exit the time report.



• Select "**OK**" and make your selection from the drop down box.

Re	ceive C	ompensat	ory Tin	ne	Please Select
'oll	ours	ferred	y Pay	/ Pay	Please Select V No Yes

This information will **populate** to the other time reports in each tab, but the employee will have the capability to change the compensatory time selection in the other time reports if an employee's compensatory status changes during the fiscal year.

D. Saving a Time Report

When you have finished keying the required information, please save the spreadsheet to a secure MSU directory as an **Excel Macro-Enabled Workbook (.xlsm)**.

• Select "File"



• Select "Save As"

¢
Info
New
Open
Save
Save As
Print

- Select the "MSU Directory" to save your spreadsheet.
- Select "Save as Type" to make your selection from the dropdown list.
- Select "Excel Macro-Enabled Workbook (.xlsm)"

File name:	Time Report-Training.xlsr	n		~
Save as type:	Excel Macro-Enabled Wor	kbook (*.xlsm)		X v
Authors:	Shaw, Judy	Tags: Add a tag	Title: Add a title	
	Save Thumbnail			
le Folders			Tools 🔻 Save Cance	: .:

Select "Save"

IV. ENTERING TIME

A. Actual Hours Worked

Record the actual hours worked each day (round to the nearest quarter hour).

B. Compensatory Time Used

Record hours taken as compensatory time used.

C. Holiday

Record hours taken for University holidays.

D. Medical Leave

Record hours taken for medical leave.

E. Personal Leave

Record hours taken for personal leave.

F. Administrative Closing/Leave

Record hours taken for administrative closing/leave.

G. Jury Duty

Record hours taken for jury duty.

H. Military Leave

Record hours taken for military leave.

I. Leave Without Pay

Record hours taken for leave without pay.

When an entry is entered in the "Leave Without Pay" field, the time report will calculate the "DOC-Payroll Conversion" entry based on the conversion factors provided by the Controller's office for payroll purposes. This calculation will show in the time report as a positive number for each day, and the time report will convert the number to a negative number in the total field for each week and the grand total field for payroll purposes.

11	Employee Schedule Hours Per	Week	4	0	ŧ	IELDS N	AUST B	E ENTER	RED FO	RCAL	ULATIC	ONS TO	WORKP	ROPER	LY →	Recei	ve Compe	ensatory	Time	Ye	s (
12	Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	SST-Payroll	Conversion Factor
13	Hours-Previous WK (Due to Sp	lit WK)									V										
14	March 4, 2018	Sunday																			7.879
15	March 5, 2018	Monday									8.00	8.00	7.88								7.879
16	March 6, 2018	Tuesday									8.00	8.00	7.88								7.879
17	March 7, 2018	Wednesday									8.00	8.00	7.88								7.879
18	March 8, 2018	Thursday									8.00	8.00	7.88								7.879
19	March 9, 2018	Friday									8.00	8.00	7.88								7.879
20	March 10, 2018	Saturday																			7.879
21											40.00	40.00	-39.40								

J. RTO-Pay

Pay that was not received in the previous pay period.

When an entry is entered in the **"RTO"** field, the time report will calculate the **"RTO-Payroll Conversion**" entry for payroll purposes.

11	Employee Schedule Hours Per	Week	4	40	← F	IELDS N	AUST B	E ENTEI	RED FO	RCAL	ULATIC	ONS TO	WORK P	ROPER	LY→	Rece	ive	Comp	ensator	y Time	Y	es
12	Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals	DOC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	11 Tonalarrad	to Comp. Record	HOW-Holiday Pay	HOT-Holiday Pay	SST-Payroll	Conversion Factor
13	Hours-Previous WK (Due to Sp	lit WK)															T					Í T
14	March 4, 2018	Sunday														Ι	Γ					7.879
15	March 5, 2018	Monday												8.00	7.88			V				7.879
16	March 6, 2018	Tuesday												8.00	7.88							7.879
17	March 7, 2018	Wednesday	8.00									8.00										7.879
18	March 8, 2018	Thursday	8.00									8.00										7.879
19	March 9, 2018	Friday	8.00									8.00										7.879
20	March 10, 2018	Saturday																				7.879
21			24.00									24.00		16.00	15.76							
		I	1			-											T		1	1	1	<u> </u>

K. Overtime Hours

Overtime is based on time actually worked beyond 40 hours during each workweek. The time report will calculate overtime hours each week.

L. Hours Transferred to Compensatory Time

The time report will calculate compensatory time, if you selected "**Yes**" at the top of the time report to receive compensatory time.

M. HOW-Holiday Pay

The time report will calculate your holiday pay.

N. HOT-Holiday Pay

The time report will calculate your holiday overtime pay.

O. SST-Payroll

The time report will calculate your straight time.

P. Conversion Factor

The conversion factor codes are provided by the Controller's office and are used to perform prior period payroll adjustments for full-time and regular, part-time employees. This process is designed to obtain the percentage of employment during a pay period and should not be confused with actual hours worked. This method is to be used with the earn code **RTO** (retroactive pay) or **DOC** (docked pay) and limited to employees whose hours default each pay period. It is not applicable for overtime hours or hours paid to students or temporary employees paid on a delayed basis.

The semi-monthly pay cycle is based on an employee's annual rate paid over twenty-four pay periods (15th of the month and the last working day).

The time report will calculate the **RTO** (retroactive pay) or **DOC** (docked pay) based on the conversion factors in the time report.

V. KEYING SPLIT WEEKS

A. Hours Previous Week (Due to Split Week)

When workweek dates *split* between two time reports the data from the previous week will transfer to the next time report.

Work Week Dates	Day of The Week	Actual Hours Worked	Compensatory Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals
March 11, 2018	Sunday										
March 12, 2018	Monday	8.00									8.00
March 13, 2018	Tuesday	8.00									8.00
March 14, 2018	Wednesday	8.00									8.00
March 15, 2018	Thursday	8.00									8.00
	Friday										
	Saturday										
Week 3 Totals		32.00									32.00

This example above shows that March 15, 2018 does not end the forty-hour week. Therefore, the hours will transfer to your next time report to be included in your calculations. Please be aware that any *DOC or RTO* will not transfer to the next record.

The example below shows that the hours from March 11, 2018 through March 15, 2018 transferred to the next time report and were placed in the "Hours-Previous WK (Due to Split WK)" category.

Work Week Dates	Day of The Week	Actual Hours Worked	Compensatery Time Used	Holiday	Medical Leave	Personal Leave	Administrative Closing/Leave	Jury Duty	Military Leave	Leave Without Pay	Totals
Hours-Previous WK (Due to Sp	lit WK)	32.00									32.00
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
	Thursday										
March 16, 2018	Friday	8.00									8.00
March 17, 2018	Saturday										
		40.00									40.00

For any calculations to work properly, each employee must save the time report to a secure directory and enter their hours in the time report weekly/daily.

The thirty-two hours from your previous week will **not** be reflected in your grand total on the new time report. The grand total of the current time report will only reflect the hours for the period March 16, 2018 through March 31, 2018.



The only time an employee would need to key the previous week's data would be if the workweek split were at the end of a fiscal year. The employee would key their hours in the tab labeled "Previous June Split WK HRS." Once the employee keys the information in this report, the data will transfer to the tab labeled "July 1 – July 15"/and placed in the "Hours-Previous WK (Due to Split WK)" category.



B. Printing the Time Report

Each time report is formatted to print on one page, but there are times when the time report will print on two pages due to the type of printer the employee may be using. To adjust the time report to print on one page, please follow the steps below.

• Select "File"



• Select "Print"



• Select "Page Setup"

	Print Active Sheets
	Only print the active sheets
Pages:	🗘 to 🌲
	Print One Sided
	Only print on one side of th
F	Collated
	1,2,3 1,2,3 1,2,3
	Portrait Orientation
	I official officiation
	Letter (8.5" x 11")
	8.5" x 11"
	Custom Margins
	custon margins
	Custom Scaling
	Page Setu

списа сторениез

• Adjust the print scale by selecting the "**Down Arrow**" key to reduce the size of the time report.

Page Setup	?	\times
Page Mar	gins Header/Footer Sheet	
Orientation		
A •	Portrait A Olandscape	
Scaling		
Adjust to:	78 🚔 % normal size	
O <u>F</u> it to:	1 age(s) wide by 1 all	
Paper si <u>z</u> e:	Letter (8.5" x 11")	\sim
Print <u>q</u> uality:	600 dpi	\sim
Fi <u>r</u> st page num	iber: Auto	
	Print Preview Option:	5
	OK Can	cel

- Select "Print Preview" to preview the time report
- Repeat the process until the report will print on one page.

• The print preview box below will appear.

In Environment of the serve of the second charge served with the serve of the serve of the served o	In strandings: The Farl, shore than ded s AL requires that is not indicated to a seriely basis to maritane to be a project as a probability, that you do between the factory. Dependent with the base reaconable for compling on an indicating this cost in dependent on the cost of series of the serie			Nor	1-Exe	M mpt	lissis Emp	ssip) ploye	pi St ee So	ate emi-	Uni Mor	versi 1thly	ity Tiπ	1e Re	epor	t					
Radalli, objekt monomine te de angelegen en en partie en	Nave:	Instructions : The FairLabor 81	en derdis Acit requ	ire s the t	a record o	fhours (worked or	n a week	kly besi s	be main	tain ed 1	tor all em	pl oyee s	e xcepte	xe cutive	, adminis	statue, r	nana geri a	, teculty,	and pro	'essionel
NB00 DF: Pri grinos daria data Bandarya	Name: Prij grint on til die isolitet, junch 1, 2014 Name: Prij grint on til die isolitet, junch 1, 2018 Digartment: Prij grint on til die isolitet, junch 1, 2018 Standowski Michael Dates Digartment: 13 Standowski Michael Dates Digartment: 13 Standowski Michael Dates Digartment: 14 Standowski Michael Dates Digartment: 14 North Center Digartment: Digartment: 14 North Center Digartment: Digartment: Digartment: Digartment: North Center Digartment: Digartment: Digartment: Digartment: Digartment: North Center Digartment: Digartment: Digartment: Digartment: Digartment: Digartment: North Center Digartment: Digartment: Digartment: Digartment: Digartment: Digartment: Digartment: North Center Digartment: Digartment: Digartment: Digartment: Digartment: Digartment: Digartment: North Center Digartment: Digartment: Digartment: Digartment: Digartment:	locally). Deperatenzan tre ous	are responsible in	or comple		o nome	Q UI SIEC		eyerine		neaun	cu vereu	employe	e lur e p		at 100 st (,	a) yeara.				
Department Pay Period Numer 1 Explored bir dale Hours Per West Imply Period Numer Received on gravatory Time	Detaintent: Pay Period Num In: 1 Explantent: Pay Period Num In: Total Period Num In:<	Name:							Pay per	nico star riiod enr	t date:		Saturda	, March 4 v. March	31, 2018	8			•		
Employee bits duit Nons Per Wesk Image: Process of the second secon	Employee bits duit Nous Per Wesk Company and per second seco	De partment:							Pay Pe	riod Nu	mber:		13	.,	-	-			•		
Work Week Dates Day of The Week Bunday Hours -Free base With One bloget With) Image: Second Seco	Work Week Dates Day of The Week Multiple and barb Topy of the transformed and the transformed transf	Em ployee So he dule Hours Per	Week			+	FIELDS	MUST	BE ENTE	REDEC	R CAL	LATIO	NSTON	NORIK PE	OPERL	r →	Repe	ive C on p	e ris atory	Time	Pit ase
Work Week Dates Day of the Week No. Week Dates Day of the Week No. Week Dates No.	Work Week Date: Day of the Week None of the second			8	2													8		~	
Non-Amerikas WK (Due to Spit WK) Non-Amerikas WK) Non-Amerikas WK (Due to Spit WK)	Note-Previous WK (Due to Split WK) Image Image Image Image Image Auton 4, 2010 Bunday Bunday Image Image Image Image Auton 4, 2010 Bunday Image Image Image Image Image Auton 7, 2010 Bunday Image Image Image Image Image Auton 7, 2010 Bunday Image Image Image Image Image Auton 7, 2010 Bunday Image Image Image Image Image Auton 7, 2010 Bunday Image Image Image Image Image Auton 7, 2010 Bunday Image Image Image Image Image Auton 7, 2018 Bunday Image Image Image Image Image Auton 7, 2018 Bunday Image Image Image Image Image Auton 7, 2018 Bunday Image Image Image Image Image Auton 7, 2018 Riday Image Image Image Image Image Auton 7, 2018 Riday Image Image Image Image Image <	Work Week Dates	Day of The Week	obusi Hours Work	Compensationy Tin Used	Holidzy	Nedical Leave	Personal Leave	Administrative Closing/Lezve	Jury Duty	Military Leave	Leve Without Pa	Totals	DDC-Payroll Conversion	RTO	RTO-Payroll Conversion	Overtime Hours	Hours Transferred Comp. Record	HOW-Holidzy Pa	HOT-Holidzy Pz	SST-Payroll
Name Nam Name Name Name		Hours-Previous WK (Due to 8)	NÎÊ WK)		-													-			
Number of the set of	Number Later Under Quit Image Action Image Action <td>Maroh 4, 2018</td> <td>Sunday</td> <td></td>	Maroh 4, 2018	Sunday																		
Name Name <th< td=""><td>Name Name <th< td=""><td>Maroh 6,2018</td><td>Tues day</td><td>-</td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td></th<></td></th<>	Name Name <th< td=""><td>Maroh 6,2018</td><td>Tues day</td><td>-</td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td></th<>	Maroh 6,2018	Tues day	-	-		-								-		-				
Bank 2.040 Munday Mun	Bank 12:001 Mussay Image: Second	Maroh 7,2018	We ones day		1																
Name Notion Notion <td>balan 1, 2,101 balan 1, 2,011 balan 1, 2,01</td> <td>Maroh 8,2018</td> <td>Thursday</td> <td></td> <td><u> </u></td> <td></td>	balan 1, 2,101 balan 1, 2,011 balan 1, 2,01	Maroh 8,2018	Thursday		<u> </u>																
Bunday Bunday<	Bunday Bunday<	Maroh 10, 2018	Saturday	-	+		-								-		-				
Bandri (1):016 Sandry	Bandi 1, 2016 Bunday Banday Ba			İ.	İ																
Name United (a) United (b) United (b) <td>Name Working Name Name</td> <td>Maroh 11, 2018</td> <td>Sunday</td> <td></td>	Name Working Name	Maroh 11, 2018	Sunday																		
Name Notice Notice <td>Name Name <th< td=""><td>Maroh 12, 2018</td><td>Tues day</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td></th<></td>	Name Name <th< td=""><td>Maroh 12, 2018</td><td>Tues day</td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td></th<>	Maroh 12, 2018	Tues day	-	-										-		-				
Bandh R. 2016 Munday	Bank 1, 2018 Munday Mun	Maroh 14, 2018	We ones day																		
Name Production Production <td>Data Mi, 2016 Market Ma</td> <td>Maroh 16, 2018</td> <td>Thursday</td> <td></td> <td><u> </u></td> <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td>	Data Mi, 2016 Market Ma	Maroh 16, 2018	Thursday		<u> </u>												_				
Rest 2 rotatis Image: Source of the source of	Inters Totalis Image: Control of the second	March 16, 2018 March 17, 2018	Pricay Saturday		-										-		-		_		
Bandy Bandy <th< td=""><td>Name Bundary Bundary</td><td>Week 2 Totals</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Name Bundary	Week 2 Totals																			
Marker M. 2018 Marker M.	Autor 10, 2018 Monday Image: State	Maroh 18, 2018	Sunday																		
Name Name <th< td=""><td>Namba Reduce day (Auruho 21, 2016) Reduce hunchay hunchay (Auruho 21, 2016) Reduce hunchay (Auruho 21, 2016)</td><td>Maroh 20, 2018</td><td>Tues day</td><td></td><td>-</td><td></td><td>-</td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td>_</td><td></td><td></td></th<>	Namba Reduce day (Auruho 21, 2016) Reduce hunchay hunchay (Auruho 21, 2016) Reduce hunchay (Auruho 21, 2016)	Maroh 20, 2018	Tues day		-		-		-								-		_		
Bank 20, 2018 Munday Munday <thm< td=""><td>Bank 20, 2018 Munday Munday</td><td>Maroh 21, 2018</td><td>We dries day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td></thm<>	Bank 20, 2018 Munday	Maroh 21, 2018	We dries day														_				
Name Program P	Nation 31, 2018 Marchary Image: Constraint of the second	Maroh 22, 2018	Thursday		<u> </u>																
Next 8 Totals Image: Strategy Image: Strat	Next 3 Totals Image: Strategy Strat	Maroh 25, 2018 Maroh 24, 2018	Pricay Saturday		-										-		-		_		
Namb X, 2018 Banday B	Namb R, 2018 Bunday Image: Constraint of the second of th	Week 8 Totals																			
Name Nam Name Name	Nation 32, 2019 Workshop Image: State S	March 26, 2018	Sunday																		
Namb 33, 2018 We dres day Namb 32, 2018 Thursday Namb 24 Constraints of the Namb 24 Constraints of th	Na 100 2016 Ref christ Gay Autority Autority <td>Maroh 27, 2018</td> <td>Tues day</td> <td>-</td> <td>-</td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td></td>	Maroh 27, 2018	Tues day	-	-		-										-				
Uznob 25,018 Thunsday Image: Constraint of the constraint of th	Bunob 20 Thunckay Image	Maroh 28, 2018	We drives day																		
Number of the state Number of the state	Name Proveg Control Control <thcontrol< th=""> <thcontrol< th=""> <thcontr< td=""><td>March 29, 2018</td><td>Thursday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td></thcontr<></thcontrol<></thcontrol<>	March 29, 2018	Thursday														_				
Week 4 Totals	Rek 4 Totals	March 81, 2018	Baturday	-	-										-		-				
	Tota IN et Previous Week	Week 4 Totals		1	1		1			1					İ 🗌						
Les volues ve Without Pay Policy		Employee signature				Date			•				Overtim	e/Compe	n setory	Time					
Employee signature Date <u>Constructions of Without Pay Policy</u>	Em ployee signature Date Overtime/Compensatory Time	I certify this record is a courste an	d accounts form	y time du	ring the in	dicated	period.						Time Sh	e et D efi	nitons P	olicies					
Employee signature Date Outertwicksmemory Time Centry Wine cord is accurate and accounts thirmy time during the tolicated period. Time Sheet Definitions Policies	Employee c junuture Date Oversite/Company Time Lendly Ware could be accurate and accounts being the during the indicated period. Time Breed Definitions Policies								-												
Employee's gruture Date Date Quefore Somerson's Time Lendy this e cord is a count's time standing the indicated period. <u>Time There Denty Time</u> Lendy this e cord is a count's time standing the indicated period.	Employee signature Date OverdineCompensation Time Icently this record is accounte and accounts bring the indicated period. Inter Biel Definitions Policies					Date		lister													

- This view shows that the time report will print on one page.
- Select "Print"

