

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 (3) years.

EMPLOYEE INFORMATION:	FOR SEMI-MONTHLY PAYROLL PERIOD:
ID: _____ 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									
Personal Leave									
Medical 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									
Personal Leave									
Medical 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									
Personal Leave									
Medical Leave									
Leave without Pay									
Daily Totals									

	Total Regular Hours	*Total Overtime Hours	****Hours Transferred to Comp Record
Week 1			
Week 2			
Week 3			
	DOC		
	SST		
		OVT	
		CBP	
		HOW	
		HOT	
Other Pay (OCP)			

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.)