



## INSTRUCTIONS

This time record is used to report attendance information for payroll purposes. University policy requires that this record be maintained accurately. The employee's name should be printed on the 'name' line at the top of the form and the employee should sign the form at the bottom. Any erasures or changes should be initialed. The Time Record should be approved by the employee's immediate supervisor. All columns should be totaled.

The standard work schedule is 8 hours per day on 5 consecutive days from 8 a.m. to 5 p.m. excluding 1 hour for lunch. If you have questions regarding this portion of the time record your supervisor will explain how it should be filled out.

## REPORTING

*Exception Time Reporting:* The normal method of keeping time records is on an exception basis and requires that only exceptions to the employee's work schedule be entered on the Time Record. Employees record exception hours in the proper columns. For employees exempt from the Fair Labor Standards Act (FLSA), leave (including vacation, sick leave, and other leaves) shall be recorded in one-day increments only. Absences of less than a full day should not be charged against accrued leave time, nor should salary be reduced for absences of less than a full day. In the case of exempt employees appointed at less than full time, leave should be recorded only in increments not less than that portion of a day during which the employee is normally scheduled to work. Employees who are non-exempt must report all leave time to the nearest quarter hour.

Exempt/non-exempt status for an employee can be easily determined by looking at the PREMIUM OVERTIME STATUS in the upper right corner of the Time Record for that employee. If ELIGIBLE box contains an 'X', then the employee is non-exempt and should report leave to the nearest quarter hour. If NOT ELIGIBLE box contains an "X", then the employee is exempt and should report leave in whole days only.

Employees who are exempt from FLSA do not receive overtime compensation or compensatory time off. Employees who are non-exempt from FLSA are eligible for premium overtime for hours worked which exceed forty hours of actual work in a workweek or equivalent compensatory time off.

*Positive Time Reporting:* The Time Record provides columns 1, 2, 3 and 4 in which an employee records regular hours worked in addition to the exceptions noted above.

## TIME RECORDING

You will note that the first day of the month is printed on the 8th line of the form. Since, in many cases, your Time Record must be submitted prior to the end of the pay period in order to prepare pay checks, the first seven lines are provided to record any exceptions to your established work schedule not reported on your time record for the previous month.

If you are required to use the positive time reporting method, please record the total hours worked each day in the corresponding days of the month under column 4, e.g., if you worked 8 hours on the 14th of the month, then write "8" in the corresponding box for the 14th of the month. If your salary is supported by more than one fund source (and you are required to report your time worked by fund source for internal management reasons or because you are paid from a non-Federal award which requires such reporting) identify those funds in the headings of columns 1 and 2 (and 3 if applicable) and enter in each column the number of hours worked each day that were applied to these funds.

If your salary is paid from a Federal grant or contract you must complete a Personnel Activity Report (PAR) certifying the percent of your total effort applicable to each Federal agreement. In such cases it is not also necessary to report on the Time Record the hours of work applicable to each Federal fund source. The total hours worked may be reported under column 4 if you are required to report your time using the positive method.