

**Timesheet Guidelines for all Non-Exempt(i.e Overtime eligible) Full and Part time Employees**

Note 1: Employees must manually compute and record comp time earned.

Note 2: Compensatory Leave is computed on a weekly basis; schedule adjustments must occur in the same week

Note 3: Employees must ensure that their total work week hours (including leave used) is based on their percentage of employment

(FTE i.e., .5 FTE = 20 hours per week, .625 = 25 hours per week, .75 = 30 hours per week, .8= 32 hours per week.

**Examples:  
Full Time Worked > 40 hrs**

**Classified Full time Employee (normal schedule 40 hrs/week, physically works 45 hrs)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		8	8	8	8	8	5	45
Total Hours		8	8	8	8	8	5	45

Note: System will calculate 5 hours of overtime at a rate of time and one-half. DO NOT ENTER hours on the compensatory earned row. In this example, hours entered on the Comp Time Earned row would cause the overtime calculation to be incorrect.

**Classified Full time Employee (40 hrs/week) physically worked 45 hrs a week with 3 hrs of Sick time (Sun-Sat)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		8	8	5	8	8	8	45
VSDP Sick Leave				3				3
Comp Time Earned				3				3
Total Hours		8	8	11	8	8	8	51

Note: Enter hours physically worked on Regular Earnings Row and leave taken as it applies. In this example the employee ends up with a total of 48 hours for the week (ignore the Total Hours row) but has physically worked 45 hours. System will calculate 5 hours of overtime at a rate of time & one half, and record 3 hours of comp earned. Must manually enter the comp time earned.

**Classified Full time Employee (40 hrs/week) worked 45 hrs a week with a Holiday (Sun-Sat)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings	5		8	8	8	8	8	45
Holiday		8						8
Comp Time Earned							8	8
Total Hours	5	8	8	8	8	8	16	61

Note: In this example, the employee did not physically work on the holiday but ended up with a total of 53 hours, including 45 hours physically worked. This employee must manually enter the first additional 8 hours in the Comp Time Earned row. The system will calculate 5 hours of overtime at a rate of time and one-half.

**Examples:  
Full Time Worked < 40 hrs**

**Classified Full time Employee (40 hrs/week) worked 37 hrs a week with 5 hrs of Sick time (Sun-Sat)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		8	8	3	8	8		37
VSDP Sick Leave				5				5
Comp Time Earned						2		2
Total Hours		8	8	8	8	10		42

Note: In this example the employee has a total of 42 hours for the week but has only physically worked 37 hours and therefore is not entitled to overtime; however should accrue 2 hours of comp time. Must manually enter the 2 hours on the Comp Time Earned row.

**Classified Full time Employee (40 hrs/week) worked 37 hrs a week with a Holiday (Sun-Sat)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings			8	8	11	10		37
Holiday		8						8
Comp Time Earned					3	2		5
Total Hours		8	8	8	14	12		50

Note: The employee did not work the holiday but has worked at total of 37 hours, for a total of 45 hours in the week. This employee would be entitled to 5 hours of comp time and these hours must be manually entered on the Comp Time Earned row.

**Timesheet Guidelines for all Non-Exempt(i.e Overtime eligible) Full and Part time Employees**

**Examples:  
Part Time Worked > 40 hrs**

**.5 FTE Classified Part time Non-Exempt Employee (normal schedule 20 hrs/week, works 27 hrs)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		4	4	4	4	4		20
Comp Time Earned		1	2	1		1	2	7
<b>Total Hours</b>		5	6	5	4	5	2	27

Note: This part time employee has physically worked 27 hours this week. All extra hours physically worked for part time employees should be entered on the Comp Time Earned row.

**.625 FTE Classified Part time Non-Exempt Employee (normal schedule 25 hrs/week, works 30 hrs)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		8	10	5	2			25
VSDP Sick Leave								
Comp Time Earned					5			5
<b>Total Hours</b>		8	10	5	7			30

Note: Any hours physically worked in excess of the normal schedule (for part time employees) must be manually recorded as Comp Time Earned.

**.75 FTE Classified Part time Non-Exempt Employee & holiday (normal schedule 30 hrs/week, physically works 29 hrs including 3 hours on the holiday)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings			6	6	6	6		24
VSDP Sick Leave								
Comp Time Earned		3			2			5
Holiday		6						6
<b>Total Hours</b>		9	6	6	8	6		35

Note: This .75 FTE Classified employee is entitled to 6 hours of holiday pay. This example shows this employee worked 3 hours on the holiday and is therefore entitled to comp time (hour for hour) for those hours worked on the holiday. In addition, the employee worked an additional 2 hours later that week and would be entitled to accrue comp time for those hours. Must manually enter the additional hours worked in the Comp Time Earned row.

**Example:  
Part Time Worked > 40 hrs**

**.8 FTE Classified Part time Employee (normal schedule 32 hrs/week, works 45 hrs)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Regular Earnings		8	8	8	8	8	5	45
VSDP Sick Leave								
Annual Leave								
Comp time Taken								
Comp Time Earned						8		8
<b>Total Hours</b>		8	8	8	8	16	5	53

As this employee normally works 32 hours, the first 8 worked over the normal schedule must be manually entered in the Comp Time Earned row. The system will calculate overtime at a rate of time and one-half for all hours physically worked over 40 when entered in the Regular Earnings row. In this example the employee will earn 8 hours of comp time and be paid for 5 hours at a rate of time and one-half.

Please contact Payroll for any timesheet or leave issues at x3-2600