



UNIVERSITY OF HARTFORD

Completion of Time Sheet

Completion of Exempt Roster

(Employee Attendance Record)

# Non-Exempt Staff, Part Time Staff, Students

## Time Sheet Completion

The time sheet is used by all non-exempt full and part time employees and students to account for hours worked in a work week. Each time sheet covers a two week period. Full time employees are paid for the current pay period starting Monday and ending Sunday after pay day. Part time hourly individuals are paid for the previous two weeks worked before pay day starting Monday and ending Sunday before pay day.

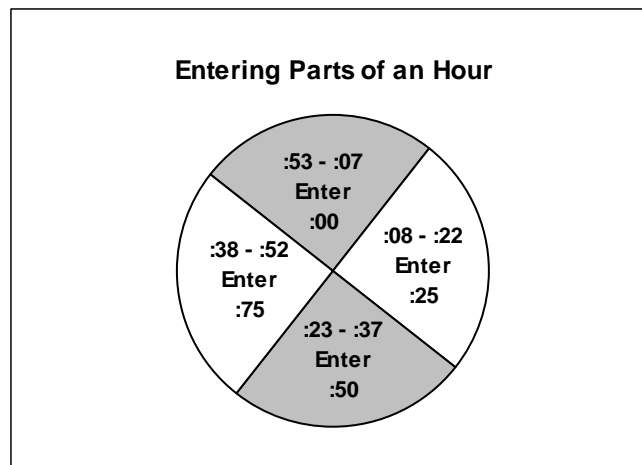
All individuals are required to record the exact time they start and stop work, except for paid breaks. Individuals must record time in and out when they go to lunch or whenever they leave campus, unless it is to carry out assigned tasks.

The employee must record the time they arrive to start work, leaves and returns from lunch periods, and stop work. If you leave campus for personal reasons, this time must also be recorded. At the end of each day, record the total numbers of hours worked in the appropriate column.

For example: an employee arrives to work at 8:30 a. m., leaves for lunch at twelve noon, returns from lunch at 1:00 p. m., and ends work at 4:30 p.m.. The time recorded on the time sheet: 8:30 a (in), 12:00 p (out), 1:00 p (in), 4:30 p (out).

Time must be legibly recorded in INK not pencil. If there are corrections to time recorded, they must be initialed by the supervisor. Employees should not record time in/out periods if they do not physically report to work.

All time records must be recorded in quarter (.25) hour increments.



For new employees who have not received a pre-printed time sheet, blank time sheets are available in payroll or on the payroll website. The supervisor must write the department of the individual, the individuals name and ID number, pay period begin and end dates, and the position number if available. If the position number is not available, the organization or fund number, and account number should be written to identify the organization that the hours should be charged to.

All employees should sign their time sheet verifying their hours worked. Supervisors are required to review time sheets for accuracy, sign, (signature and printed name with phone extension) and submit time sheets to payroll alphabetically by department order. Payroll will accept a sealed envelope with the supervisor's signature across the seal delivered by an employee.

Time sheets for full time employees are due in payroll on the Monday after pay day by 9:00 a.m. Part time and student employee's time sheets are due in payroll on the before the pay day by 9:00 a.m. (Check for notices throughout the year for holiday schedules.)

Time sheets that are not properly completed will not be processed for payment to the employee until the supervisor has corrected the errors. Following receipt of corrected time sheets by the supervisor, time sheet(s) will be processed in the next schedule pay period.

Your cooperation in following these guidelines and meeting the payroll deadlines will ensure the accurate and timely processing of all time sheets.

#### Additional Information for Non-Exempt Staff:

Types of recorded hours include:

Attendance Award - AA	Bereavement - BV
Comprehensive Paid Leave - CPL/CO	*Extended Illness - EX
Holiday - HO	*Jury Duty - JD
Regular - RG	Personal - P
Double time - OD	Overtime at Straight Pay - OS
Overtime at Time and One Half-OH	*University Emergency Close - UC
*Unpaid Time - DE	Vacation - V
*Worker's Injury, Paid - WI	Travel - T

\* Supervisors must note these items on the time sheet.

Additional information for Regular Part Time Employees:

\*\*Holiday - HO

Regular - RG

\*University Close - UC

\*\*For the purposes of recording holiday, record the number of regularly scheduled hours for the holiday if the holiday occurs on the regularly scheduled workday in the holiday column.

\* For recording delayed openings, early dismissals, or University closings, record the total number of the regularly scheduled hours for that particular day in the other column. If the employee does not report to work on the day of a delayed opening or early dismissal do not record any hours for those days.

## **Exempt Roster**

Federal and State regulations require exempt full time staff to report time absent from work. Examples of classified reasons for absence would include:

Vacation, Jury Duty, Illness, Other excused absences as approved by supervisor.

The department is responsible to ensure that employees have reported their absences. The department must forward the roster to payroll by Monday after pay day.