



UNIVERSITY OF HARTFORD

Time Sheet Completion

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

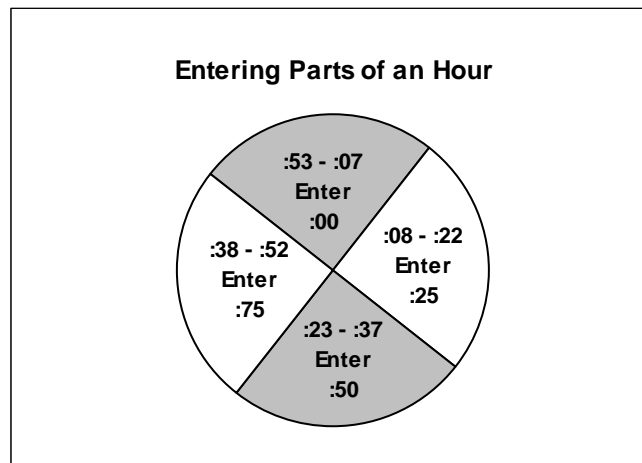
All individuals are required to record the exact time they start and stop work, except for paid breaks. Individuals must record time in and out when they go to lunch or whenever they leave campus, unless it is to carry out assigned tasks.

The employee record must record the time they arrive to start work, leave for 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.

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 are due in payroll on Monday by 9:00 a.m. the week of the pay day. (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:

Personal Leave - PL

*Extended Illness - EX

Holiday - HO

*Jury Duty - JD

Overtime at Straight Pay - OS

Overtime at Time and One Half - OH

Regular - RG

University Close - UC

Emergency Closing - EC

*Unpaid Time - DE

Vacation - VP

*Worker's Comp/Injury - WI

* Supervisors must note these items on the time sheet.

Additional information for Regular Part Time Employees:

**Holiday - HO

Regular - RG

*University Closing - UC

*Emergency Closing - EC

**For the purposes of recording holiday, record the number of 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.