

“CALCULATING” RESEARCH Non-Exempt TIME SHEET INSTRUCTIONS:

- Save the form to your computer “SAVE AS” into a folder and name it :
[your name] Research time record. You will then be able to go in daily and sign in and out as required. You may set up a shared drive with your supervisor so that they may access the time sheets in your absence. Do not create your own version.
- Type in your first and last name.
- Enter the first day of the pay period on the top of the form. This will automatically fill in all the required dates. (*Start with the Saturday after Payday as the beginning of the pay period.*)
- Type in your office location and your anniversary date.
- Record in and out times using the drop down key (set up in ¼ hour increments). If late, enter the minutes late in the tardy column. May need manual inputting as system does not accommodate by the minute.
- In select option you will be able to communicate if the day is a holiday, if you were on jury duty, or if you are flexing your schedule (with supervisors prior approval) ect.
- Charges should be made in ¼ hour increments. Hours charged on top of the form will automatically be deducted from your accruals at the bottom of the form.
- If you work above your normal scheduled hours and/or overtime you will need to enter the additional hours worked in the additional hour columns.
- If you WORK on a holiday, be sure to record it as a holiday earned under the holiday column noted for that day. Holiday observed do not enter in and out times and manually enter 7.50H or 8H or pro-rated based on your regular schedule for that day in the time worked column.
- If you charge holiday accrual it must be entered as a (-) negative on the form to correctly deduct from the accruals on the bottom of the form.
- Carry forward balances from your previous time record and enter them in the proper category (vacation, sick leave, etc) – You must update your forms each pay-period with your new beginning balances.
- Employees must complete their timesheet on a daily basis and submit a hard signed hard copy, printed on **YELLOW PAPER**, to their supervisor at the end of the pay-period for review and approval.
- Forward the ORIGINAL signed and dated timesheet to Payroll at the end of each pay-period. Please keep a copy for your records.
- Follow the Research Payroll due date calendar for timely processing and auditing of your records, delinquent time records may result in stopping direct deposit.