

Guidelines for Completion of Time Sheets for Nonexempt Staff

Time sheets are to be completed by all nonexempt staff members. Time sheets with pre-printed dates are available on the web at <https://hr.lehigh.edu/hr-forms> under the Staff Compensation Forms section.

Time sheets must be completed during the pay period as time is worked. They should not be signed in advance of the hours worked under any circumstances. Time sheets should be signed and submitted at the conclusion of the pay period.

The supervisor, or designated individual in the department, distributes appropriate time sheets to all nonexempt staff after completing step (1).

Completion of time sheet by Supervisor:

- (1) Hours worked toward overtime (OT) from previous pay period – Overtime is calculated based on hours worked during the workweek beginning Sunday at 12:01 a.m. and ending on Saturday at midnight. Because a pay period may begin in the middle of the workweek, hours worked prior to the beginning of the pay period should be carried forward and indicated on this line. See attached examples.

NOTE: Employees should comply with departmental work schedules and avoid performing work that is unscheduled or outside of their normal work schedule except on an emergency basis as defined by their department. Employees must have advance permission from their supervisor to work overtime. Employees are paid straight time, or given time off, for work in excess of their normal hours up to 40 hours per week. Hours worked in excess of 40 hours per week are compensated at the rate of one and one-half times their base hourly earnings or compensatory time off (see explanation below), provided the compensatory time is taken in the same pay period in which it is worked.

Completion of time sheet by Employee:

- (2) Employee Name – Fill in your name.
- (3) Department – If blank, fill in your department name.
- (4) Supervisor – If blank, fill in your supervisor's name.
- (5) Enter your normal work week hours (e.g., 37.5 hours per week)
- (6) Under each day, complete hours by time category. Enter all time to two decimal places (i.e., record 15 minutes as .25). Record actual time worked and not worked as accurately as possible.
 - (a) Hours worked – Enter total hours worked per day.

- (b) Enter hours not worked using the individual time category (e.g., floating holiday, vacation, sick leave/excused absence, bereavement, jury duty, absence – no pay) as defined in the [Nonexempt Staff Guide](#), under *Time Away From Work*.
 - (c) Comp Time Taken – Enter any time not worked that is considered compensatory time off from hours worked during current pay period. **
 - (d) Authorized Time Off – Enter any authorized time not worked, including university holidays and university closures.
 - (e) Blank row – Enter any time that does not fit within the itemized time categories, for example call outs (see attached) or short term disability.
- (7) Daily Total Hours – Enter hours recorded for each day.
- (8) Weekly Total Hours – Enter hours recorded at the end of the workweek (Saturday) for all time categories.
- (9) Overtime and Comp Time Earned – Based on total hours recorded for the week, enter any hours greater than normal scheduled work hours but less than or equal to 40 hours per week (@ 1.0) or greater than 40 hours per week (@ 1.5) that is to be paid as overtime* or designated as compensatory time** taken (earned and taken within the same pay period). ***If unable to take compensatory time within the same pay period, the time must be paid as overtime (either 1.0 or 1.5 x) in the next pay cycle.***
- * Overtime @ 1.0 – Based on total hours recorded for the week, enter any hours greater than normal scheduled work hours but less than or equal to 40 hours per week. (Not applicable if normal work week is 40 hours.)
- * Overtime @ 1.5 – Based on total hours recorded for the week, enter any hours greater than 40 hours per week.
- ** Compensatory Time Taken – Instead of being compensated in pay for overtime hours, employees may request to take comp time. If you choose comp time, the time off is calculated at the rate of 1.5 times for each hour worked over 40 hours in a week. This can be done ONLY if the comp time is taken during the pay period in which the time is worked AND upon approval from your supervisor.

Final Steps:

- (10) Employee signs and dates form, makes a copy, and forwards to supervisor the day after the pay period ends.
- (11) Supervisor reviews and if appropriate, signs, dates form, and forwards to designated individual in the department to report time to Payroll. Departmental Time Reports are generally due to the Payroll Department the 3rd working day after the pay period closes.

Retention of Records:

All time sheets are to be maintained in the department for no less than three (3) years. After three years, the time sheets can be disposed of by either shredding or destroying.

Lehigh University Time Sheet (Example)

Normal Work Week =
 (5) hours per week

Employee Name: (2)	Supervisor's Name: (4)
Department: (3)	
Pay Period: Month 16 to 30, 20YY	Hours worked towards OT from previous pay period: (1)

Please transfer to next time sheet.

Day of the Week	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Hours Worked (100) (a)															
*Floating Holiday (500)															
*Vacation (510)															
*Sick Leave/ Excused Absence (520)															
*Bereavement (550)															
*Jury Duty (560)															
*Absence – No Pay (581 or 582)															
*Comp Time/Flex Time Taken (c)															
Authorized Time Off (Holiday, Snow Days) (d)															
(7) Daily Total Hours:															
(8) Weekly Total Hours:															
Overtime @ 1.0 (401)															
Overtime @ 1.5 (400)															
Comp Time/Flex Time Earned @ 1.0															
Comp Time/Flex Time Earned @ 1.5															

(6) {

(9) {

Note: Round time to two decimal places.

**Most time categories are granted at the discretion of the supervisor.*

To be completed by Employee	To be completed by Supervisor
<i>I hereby certify all time reported above is accurate and correct.</i>	<i>By the signature below, I certify this time sheet is a true statement of the time worked by this staff member and the hours listed represent pay period indicated.</i>
Employee Signature:	Supervisor Signature:
	Print Supervisor Name:
Date:	Date: