**Guidelines for Completion of Special Rates Time Sheets**

***(for nonexempt staff working different shifts and being on-call)***

Time sheets with pre-printed dates are available on the web at <https://hr.lehigh.edu/timesheets_special_rates>. You can also access them from the HR Forms web page under Staff Compensation Forms.

*Please note that the time sheet is legal size (8½ x 14).*

1. Preparation of time sheet by Supervisor (or designated individual):

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 must be carried forward to the time sheet for the next pay period in order to calculate overtime compensation and blended rates. Complete all hours carried forward (time worked and time not worked) in the column “Prior Carry Over” on the timesheet.

Supervisor, or designated individual in the department, then distributes appropriate time sheets to all nonexempt staff.

1. Completion of time sheet by Employee:

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 submitted and signed at the conclusion of the pay period.

* **Banner ID** – If blank, fill in your Banner ID, which is either your social security number or your generated ID.
* **Employee Name** – If blank, fill in your name.
* **Normal Work Week** – If blank, for full time employees, enter either 37.5 or 40 hours per week and for part time employees, enter the hours per week you are normally scheduled to work (for example, 20 or 25 hours).
* **Department** – If blank, fill in your department name.
* **Pay Period** – This should already be filled in. Make sure you have the correct time sheet for the correct pay period.
* **Due Date –** This should already be filled in. This is the date the time sheet must be received by the Payroll Office.
* **Group** – The selection for this is either ***Standard*** (for most jobs), ***Boiler Operator*** (for all Boiler Operators and Lead Boiler Operators), or ***University Police*** (for Dispatchers, Security Guards, Police Officers, Corporals, Sergeants, Detectives, and Lieutenants).
* Under each day, fill in the hours worked or not worked by time category.
* Day Shift Hours Worked – Enter total hours worked per day if worked on day shift (shifts beginning at or after 4:00 a.m. and before 2:00 p.m.). ***[See Shift Differentials policy.]***
* Afternoon Shift Hours Worked – Enter total hours worked per day if worked on afternoon shift (shifts beginning at or after 2:00 p.m. and before 9:00 p.m.). ***[See Shift Differentials policy.]***
* Night Shift Hours Worked – Enter total hours worked per day if worked on night shift (shifts beginning at or after 9:00 p.m. and before 4:00 a.m.). ***[See Shift Differentials policy.]***
  + Floating Holiday, Vacation, Sick Leave/Excused Absence, Bereavement, Jury Duty, Authorized Time Off (snow, events), Absence – No Pay – Enter any time not worked using the individual time category as defined in the Staff Guide, Section *“Time Away From Work”*.
  + Holiday – Enter hours for university holidays. *(Note: If you worked the holiday, also record your hours worked in the appropriate shift.)*
  + Call Out Hours Worked – Enter the time you actually **worked** for a call out.
  + On Call Hours – If you are “on call” and were **not** called out, enter one hour under the appropriate day/date. ***[See On-Call Pay policy.]***
  + Call Out Hours Paid @ 1.5 – Enter actual hours paid for a call out. ***[See Compensation for Call-Outs for Nonexempt Staff policy.]***
  + Holiday Hours Paid @ 1.5 or 2.0 – Enter actual hours worked on a scheduled university holiday (depending on the appropriate rate).

1. Employee signs and dates form, makes a copy, and forwards to supervisor the day after the pay period ends.
2. Supervisor reviews, signs and dates form, and forwards to designated individual in the department to report time to Payroll. The original signed timesheets are submitted to Payroll. **DO NOT ENTER THIS INFORMATION ON THE DTR’S.**

***Do not enter data under the red, bold, heavy line.***

Blue shaded blocks (may appear as heavy shaded areas):

These are for Payroll use only and are designed to identify where Payroll needs to make entries into Banner for the appropriate pay cycles.

Yellow shaded blocks – Prior Carry Over column (may appear as white or lightly shaded):

Employees (or supervisor or designated individual) need to complete the “Prior Carry Over” column for the previous pay period in the appropriate category.

The purpose of the new time sheet is to give Payroll all of the information necessary to properly determine the overtime rate using a blended rate.

Blended Rate *is a rate paid at one and one-half times for overtime compensation earned for a workweek when an employee has also received shift differential and/or on call pay for the same workweek.*

To determine the blended rate:

**((Hours worked x regular rate) + shift differential paid + on call paid) / Total hours worked = Blended hourly rate (BHR)**

**To determine the overtime rate: BHR x 1.5**

The chart below shows how the various premium earnings will appear on your paycheck:

|  |  |
| --- | --- |
| **Type of Premium Pay** | **How it appears on the paycheck** |
| Afternoon Shift Differential | DiffAfEv |
| Night Shift Differential | DiffNite |
| Call Out Hours Paid at time and one half | Prem 1.5 |
| Holiday Hours Worked Paid at time and one half | Prem 1.5 |
| Holiday Hours Worked Paid at double time | Prem 2.0 |
| Overtime at time and one half using blended rate | Blnd 1.5 |
| On Call Pay for days on call but not called in | On Call |

**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.