EXAMPLE: Non-Exempt Overtime

Non-exempt employees who have work hours of more than 40 hours in a week (Sunday thru Saturday) are eligible for Overtime Pay. Working more than 8 hours in a day does not qualify as overtime. In addition, leave pay (including holidays) does not count toward the 40 hours for overtime calculation.

Overtime Pay hours are reported as shown in the example below.

If hours need to be reported that include a partial hour, minutes should be entered as the decimal equivalent of an hour. A link to a chart for converting minutes to decimals is included on the web time sheet.

Earnings code *300* is used to indicate Overtime Pay hours worked.

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the Web Timesheet Entry web page.

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please provide feedback to the project team.

Time Sheet

Title and Number:	Job Title -- PCN
Employee Class:	NR -- NonExempt Staff - Regular
Department and Number:	Unit -- TKL

Time Sheet Period:	Feb 9, 2014 to Feb 22, 2014 (R05)
Scheduled Pay Date:	Mar 7, 2014
Submit By Date:	Feb 24, 2014 by 11:59am

View Default Labor Distribution

#	Earnings Code	Total	9 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	Fund Name	Fund	Orgn	Activity
1	Regular Pay (010) ▼	80		8	8	10	8	6			8	8	8	8	8					
2	Overtime Pay (300) ▼	2						2												
3	▼																			
4	▼																			
	Total: ▼	82		8	8	10	8	8			8	8	8	8	8					

> Unless you need to make a correction to your labor distribution, just allow the default accounting to be used here.

[Time Sheet Selection] [Restart] [Comments] [Save] [Submit for Approval]

Submitted for Approval By:
Approved By:
Waiting for Approval From:

NOTE: Although an electronic time sheet has been used for this example, the earnings code and procedure for entering leave hours are the same for paper time sheets. If a paper time sheet needs to be submitted, it should be completed in blue or black ink and approved by the appropriate supervisor.