

## **Time Sheet Instructions**

- Verify that you are using the correct time sheet for the current pay period.
- Verify your employee number and department are correct if you are using the excel version of the time sheet.
- Verify that the hours listed in the upper right hand corner of the time sheet agree with your scheduled work hours. \*If the hours do not agree, contact your supervisor.

**All hours to be paid as well as unpaid hours must be documented on your time sheet each payroll. Enter the hours in the appropriate box for each pay type description.**

**Listed below are the various pay descriptions and explanations for each:**

- **Regular Hours:**

Regular hours are hours that you have physically worked. Only regular hours physically worked are used when figuring eligibility for overtime and compensatory time.

- **Annual Leave:**

It is your responsibility to verify that you have sufficient annual leave accrued. Annual leave hours are listed on your pay stub. Your supervisor or department head will also have an updated report listing your annual leave balance.

*Note: FMLA: Check the box for each day that relates to an approved FMLA absence.*

- **Holiday:**

If, because of your work schedule, you are taking a holiday at a date that is different than the actual observed County holiday you must list the date you took the holiday and the name of the holiday observed on the back of your time sheet.

- **Sick Leave:**

It is your responsibility to verify that you have sufficient sick leave accrued. Sick leave hours are listed on your pay stub. Your supervisor or department head will have an updated report listing your sick leave balance.

*Note: FMLA: Check the box for each day that relates to an approved FMLA absence.*

- **Floating Holiday:**

Full time employees must have been employed for 1 year as of January 1<sup>st</sup> of the current year in order to be eligible for the floating holiday. If in doubt, contact the Finance department as we have a complete listing of eligible employees.

- **Military Leave:**

Copies of your military orders must be on file with the Finance Department prior to taking military leave. An employee who is required to report for short term military leave will be granted 15 work days each federal fiscal year (October 1 – September 30). An additional 30 work days per calendar year will be granted if an employee is called upon to serve during a declared or national emergency.

- **Administrative Leave:**

Administrative leave is used to record paid time away from your job. Some examples of administrative leave are training, approved visits to the County Health Clinic, delays or closings due to inclement weather, and compensatory time taken. The explanation for administrative leave must be listed on the back of the time sheet.

- **Court Leave:**

Court ordered leave time for jury duty or as a witness or testimony because of your official capacity with the County.

- **Bereavement Leave:**

The relationship and name of the deceased must be listed in the appropriate spaces located under the bereavement leave heading. Bereavement leave is available for the loss of the employee's spouse, parent, step parent, grandparent, child, step-child, grandchild, brother, sister, step-brother, step-sister, mother-in-law, father-in-law or any relative who was living in the employee's household at time of death.

- **Overtime:**

Overtime is based on hours that you have physically worked. Overtime is also based on the scheduled hours for your position. Part-time employees will record their overtime following the same rules as a full time employee in the same position.

Note: Exempt employees are not eligible for overtime.

- 75 hours bi-weekly: Overtime is paid once an employee has physically worked over 40 hours in a week. The first 2.50 hours in excess of 37.50 hours physically worked in a week are recorded as straight time and the hours worked over 40 are recorded as overtime.

- 80 hours bi-weekly: Overtime is paid once an employee has physically worked over 40 hours in a week. The hours worked over 40 are recorded as overtime.
- 84 hours bi-weekly: Overtime is paid once you have physically worked 86 hours in a two week period, with the first 2 hours recorded as straight time and the hours worked over 86 recorded as overtime.
- 86 hours bi-weekly: Overtime is paid once you have physically worked over 43 hours in a week. The hours worked over 43 are recorded as overtime.

- **Straight Time:**

Straight time is for recording hours worked in excess of your normal scheduled hours, but for hours that are not eligible for overtime pay.

**Unpaid Leave:**

- **FMLA:**

Used to record unpaid leave for approved FMLA absences.

- **Administrative Leave:**

Used to record unpaid administrative leave.

- **Leave Without Pay:**

Used to record hours scheduled but not worked.