

NON-EXEMPT EMPLOYEE TIME SHEET INSTRUCTIONS

April 1, 2017

- Enter Name.
- Enter Pay Period Start and End Date (e.g., 4/1/2017 – 4/15/2017).
- Enter Dates of the pay period, including Saturdays and Sundays.
- Record start time.
- Record end time.
- Record Regular, Holiday, Vacation, and PTO hours.
- Total Hours (weekdays) should always reflect 8.
- 4/10/17 example reflects 1 hour PTO taken, but returned to work.
- 4/10/17 example reflects no ½ hour lunch period taken.
- 4/11/17 example reflects ½ hour lunch period taken.
- At the end of the pay period, calculates total hours, sign and submit to supervisor for approval.
- Supervisor signs signifying their approval and returns to employee.
- Employee scans time sheet to Lynette Sarther for payroll.
- Employee sends original time sheet to Maureen Elroy via interoffice mail.