

INSTRUCTIONS FOR

FORM PAY-101

TIME AND ATTENDANCE REPORT

1. Enter Name, Department, Pay Period Ending Date MM/DD/YR, and Category (Exempt or Non-Exempt as per FLSA policy) on the appropriate line.
2. Timesheet has days listed for up to three workweeks. Enter beginning date of pay period next to the corresponding day of the first workweek. Continue to enter date until last date of pay period entered.
3. Daily, enter actual time in and time out. At end of day, enter actual hours worked to the nearest quarter hour. Actual hours worked includes time worked only. Actual hours worked does not include holidays, vacation, sick, gap, comp, or leave without pay used.

Example:	<u>Actual Hours Worked</u>	<u>Time Used</u>
	32	8 Vacation
		<u>4</u> Sick
Total:	32	12 = 44

No overtime is to be compensated for that week or any other week unless actual hours worked is more than 40 hours.

4. Also, on a daily basis enter in the appropriate blank any leave time used to the nearest quarter hour. If required enter a check () for the use of a county owned vehicle.
5. At the end of each workweek, total the actual hours worked and put the figure in the lower half of the block on the Friday line. Note: If the first workweek is a split week from the previous pay period enter the actual hours worked on each day's line in order to show full workweek. If the total hours worked are between 37.5 and 40 enter the amount over 37.5 in the GAP column on the Friday line. If the total hours worked are over 40, enter 2.5 in the GAP column on the Friday line and enter the amount over 40 in the OT column on the Friday line. If the total hours worked are less than 37.5, enter the appropriate amount of GAP time or Comp Time taken on the Friday line.
6. At the end of the pay period, total all of the columns that have a total block.
7. Also at the end of the pay period the accumulative time record should be completed. For each type of leave, the figure in the BEG column should be the same figure as in the BAL column from the previous pay period. For VAC and SICK add hours earned and subtract hours used and enter balance.
8. Gap time is given off hour for hour. It should be accounted for as the leave time in number 7 above. Note: At January 1 and July 1 the BEG balance reverts to 0.
9. Comp time for exempt employees is given hour for hour. Add the amount earned to the beginning balance and subtract hours used and enter balance. This ending balance may not exceed 80 hours. Comp time for non-exempt employees is figured at the rate of 1 1/2 times the number of overtime hours worked. Enter the number of OT hours worked and multiply by 1 1/2 and enter in earned column. Subtract any comp time hours used and enter balance. If this balance exceeds 240 hours, enter number of hours over 240 to be paid and enter 240 in new balance block. If overtime is to be paid, Form PAY-102 must be completed and turned in with the timesheet.
10. Employee and Department Head must sign timesheet.