



**BOSTON UNIVERSITY  
TIME SHEET FOR HOURLY PAID EMPLOYEES**

**SECTION I—EMPLOYEE INFORMATION**

**SECTION II—WEEKLY TOTALS**

<p>NAME: _____</p> <p>UNIVERSITY ID NUMBER: _____</p> <p>UNIT/DEPT. NUMBER: _____</p> <p>MAIL CODE: _____</p> <p>WEEK ENDING (MONTH/DAY/YEAR): <u>Sunday</u> / /</p>	<p>TOTAL HRS. WORKED WITHOUT SHIFT DIFFERENTIAL: _____</p> <p>TOTAL HRS. WORKED WITH SHIFT DIFFERENTIAL: _____</p> <p>TOTAL ABSENCE HRS. PAID: _____</p> <p>TOTAL ABSENCE HRS. UNPAID: _____</p> <p>TOTAL MEAL ALLOWANCE TIME: _____</p> <p>TOTAL HRS. TO BE PAID: _____</p>
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**SECTION III—DAILY WORK RECORD**

Day	IN FOR DAY	OUT	IN	OUT	IN	OUT FOR DAY	HOURS WORKED	ABSENCE HOURS	ABSENCE HOURS CODE	MEAL ALLOW.*	SHIFT CODE *
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											

\*Absence Hours Code, Meal Allowance, and Shift Code defined on reverse side

**SECTION IV—SIGNATURES**

EMPLOYEE SIGNATURE: _____	DATE: _____
SUPERVISOR SIGNATURE: _____	DATE: _____

## INSTRUCTIONS

This form is to be completed by hourly paid employees and retained as a weekly record of attendance. All time must be recorded on this form on a daily basis and submitted on the last working day of the week to the appropriate supervisor. Please type or print clearly all information in the spaces provided.

### **SECTION I—EMPLOYEE INFORMATION**

On the first day of the work week, Section I should be completed:

- Fill in your full name
- Enter you University Identification Number (“U” followed by 8 digits)
- Enter your unit and department numbers and Mail Code
- Week ending should be completed using Sunday’s date

### **SECTION II—WEEKLY TOTALS**

This section is to be completed on the last scheduled work day.

- **TOTAL HOURS WORKED WITHOUT SHIFT DIFFERENTIAL**—Sum of the number of hours worked for shifts which commence before 3:00 p.m. for each day listed.
- **TOTAL HOURS WORKED WITH SHIFT DIFFERENTIAL**—Sum of hours for L2324 employees who work a shift which commences at or after 3:00 p.m.
- **TOTAL ABSENCE HOURS PAID**—Sum of the number of paid absence hours for each day listed.
- **TOTAL ABSENCE HOURS UNPAID**—Sum of the number of unpaid absence hours for each day listed.
- **MEAL ALLOWANCE**—Sum of the meal allowances for each day listed.
- **TOTAL HOURS TO BE PAID**—Sum of **TOTAL HOURS WORKED WITHOUT SHIFT DIFFERENTIAL**, **TOTAL HOURS WORKED WITH SHIFT DIFFERENTIAL**, **TOTAL ABSENCE HOURS PAID**, and **TOTAL MEAL ALLOWANCE**.

### **SECTION III—DAILY WORK RECORD**

This section is to be completed daily, starting with the first day of your work week.

- **IN FOR DAY**—Record the time you start work. All time should be recorded in hours and minutes (e.g. 9:00 a.m.)
- **OUT and IN**—Use these blocks to sign in and out for meal periods (meal periods are not time worked) and other absences during the day (e.g. medical appointments and Union business). Do not sign out for your scheduled 15-minute rest periods which are considered time worked.
- **OUT FOR DAY**—Enter the time you stop working at the end of the day.
- **HOURS WORKED**—Calculate and enter only those hours actually worked in this block. Record partial hours worked to nearest one-tenth of an hour (e.g., 8 hours, 28 minutes = 8.5 hours).
- **ABSENCE HOURS PAID**—Enter the hours to be paid which have not been worked (see Absence Hours Codes below). Note: Meal periods are not paid and should not be added in this block.
- **ABSENCE HOURS UNPAID**—Enter the hours spent away from work which are unpaid (see Absence Hours codes below).
- **ABSENCE HOURS CODES**—Use this block to record the reason for any absences during the day. Select the proper code from the list below and record it in this block. All hours recorded in **ABSENCE HOURS** must be charged to a corresponding absence code.
- **MEAL ALLOWANCE**—Employees required to work ten (10) hours in any given day will be allowed a half-hour paid meal period. If **HOURS WORKED** in any given day totals ten or more, enter .5 in the **MEAL ALLOWANCE** column.

<u>ABSENCE HOURS CODES</u>	<u>PAID</u>	<u>UNPAID</u>	<u>SHIFT CODES</u>
Absence Hours	-	G	(For Night shift employees only)
Furlough/Intersession	N	-	
Holiday	4	-	Shift differential (regular) <span style="float: right;">2</span>
Industrial Accident	D	E	
Jury Duty	7	-	Shift differential (overtime) <span style="float: right;">B</span>
Military	-	A	
Personal Time	B	-	
Personal Time (Converted from Sick Time)	R	-	
Premium Pay/Holiday Compensation	F	-	
Sick Time	2	3	
Sympathy Leave	6	-	
Union Business	S	J	
Vacation	1	-	
Weather Closing	W	-	

### **SECTION IV—SIGNATURES**

After you have checks all entries for accuracy and completeness, sign and date the form on the line provided. The form should then be given to the appropriate supervisor to be checked, signed and dated.