



## BI-WEEKLY STAFF TIME SHEET

\*\* \_\_\_\_\_  
EMPLOYEE NAME

\*\* \_\_\_\_\_  
ORGANIZATION NAME

\*\* \_\_\_\_\_  
EMPLOYEE NUMBER

\*\* \_\_\_\_\_  
PERIOD ENDING

\*\* \_\_\_\_\_  
ORGANIZATION NUMBER

**\*\* All Fields Marked with asterisks are required fields and must be completed before submitting Time Sheet to Payroll \*\***

DATE	IN	OUT	IN	OUT	TOTAL HOURS WORKED	REG	O.T.	VAC	SICK	HOL	OTHER	WK CP	Excess	SH
FRI														
SAT														
SUN														
MON														
TUE														
WED														
THU														
FRI														
SAT														
SUN														
MON														
TUE														
WED														
THU														
<b>** TOTALS:</b>														
<b>** HOME DEPARTMENT G/L DISTRIBUTION:</b>														
														<b>2</b>
														<b>3</b>

**IMPORTANT: TIME SHEETS MUST BE PLACED IN COLLECTION BINS BY 10:00am ON DUE DATE**

OVERRIDE ACCOUNT(S): (IF REQUIRED)	REG	O.T.	VAC	SICK	HOL	OTHER	WK CP	Excess	SH

Payroll due dates can be found at:  
[www.tulane.edu/~wfmo/payroll/calendars.html](http://www.tulane.edu/~wfmo/payroll/calendars.html)

AUTHORIZED SIGNATURES: \*\* \_\_\_\_\_ DATE

Check with your dept for any internal deadlines \_\_\_\_\_ DATE

\*\* \_\_\_\_\_  
EMPLOYEE'S SIGNATURE DATE

\_\_\_\_\_  
DATE

# BIWEEKLY STAFF TIME SHEET INSTRUCTIONS

## EMPLOYEE

### In & Out Time Recording:

Hours worked: In the space provided on the TIME SHEET, accurately record the time you begin work (In), stop work for lunch (Out), resume work after lunch (In), and stop work at the end of your shift (Out). Additional In-Out times should be recorded as necessary.

Paid Leave Hours: Authorized time off for which payment is due must be identified in the (In-Out) Section as follows:

Vacation  
Sick  
Holiday  
Other (includes military, bereavement, jury duty, winter recess)

### Employee Certification:

At the end of the pay period, sign the TIME SHEET in the space provided. Your signature certifies that the In and Out time recorded is accurate and that any paid leave is in accordance with University policy. Give the completed TIME SHEET to your immediate supervisor.

## SUPERVISOR

Ensure that all required fields (represented by asterisks \*\*) have been completed to properly identify the employee being paid.

Verify the accuracy of the IN/OUT time and paid leave recorded.

Total Hours Worked: Calculate the number of hours worked each day and enter in the total hours worked column of the TIME SHEET.

1 to 3 minutes = .00  
4 to 9 minutes = .10  
10 to 15 minutes = .20  
16 to 21 minutes = .30  
22 to 27 minutes = .40  
28 to 33 minutes = .50  
34 to 39 minutes = .60  
40 to 45 minutes = .70  
46 to 51 minutes = .80  
52 to 57 minutes = .90  
58 to 59 minutes = 1.00

### Record daily total hours by earnings type:

Regular - Hours worked that will be paid at the employee's normal hourly rate.

Overtime - Hours worked that will be paid at one and one-half times the employee's normal hourly rate

- a) Full-time (scheduled for 37.50 hours per week or greater). Time worked in excess of the employee's scheduled weekly hours.
- b) Part-time (scheduled for less than 37.50 hours per week). Time worked in excess of 40.00 hours in one work week.

Vacation/Sick - Hours to be paid at the normal hourly rate of pay for accrued vacation or sick leave.

Holiday - Hours to be paid for a University holiday. Holiday hours are defined as 1/5 of the employee's normal weekly schedule

Other - Hours to be paid at the normal hourly rate of pay for military, bereavement, jury duty, or winter recess.

Shift - For employees eligible for shift differential, identify appropriate shift.

Home Department G/L Distribution: Pre-printed TIME SHEETS will have this section pre-populated. For blank TIME SHEETS you must fill in the appropriate General Ledger Account Distributions for the employee's home department.

Review the DISTRIBUTION portion. If a percentage of time should be allocated to an account other than that listed in the DISTRIBUTION section, record the number of hours to be charged to each account in the appropriate column of the override account section. Additional account numbers may be added as needed.

Total hours allocated under DISTRIBUTION and/or OVERRIDE MUST equal the total of the TOTAL HOURS WORKED column.

Sign the TIME SHEET verifying its accuracy. Make a copy of the completed TIME SHEET if required for departmental records and forward the original TIME SHEET to the PAYROLL OFFICE.

**NOTE:** Federal Wage and Hour Regulations require accurate recording of hours worked.

Falsification of this report by either the employee or the supervisor will be considered cause for disciplinary action.