



St. John Fisher College Payroll Timesheet Procedures

update Jan 09

All employees will receive a time sheet: full & part time, exempt & non-exempt. All are encouraged to maintain his/her own timesheet.

Record total hours worked, holiday and/or lost time under the appropriate date in full and/or quarter hour increments. (ex. 7.0, 7.25, 7.5, or 7.75)

All submitted timesheets must be signed (authentic signatures) and dated by the employee and the supervisor in order to be processed. If the employee and/or supervisor are unable to sign the timesheet, contact the Payroll Department concerning the appropriate action to take.

A supervisor's signature indicates that the timesheet has been reviewed and is accurate.

Failure to submit a completed timesheet by the indicated due date may result in delay or non-receipt of pay.

A. Full-time Exempt Employees (salaried)

On computer generated timesheets, the total bi-weekly hours are pre-printed to the right of the "Regular 010" earnings code/description. If there is lost-time (vacation, paid absence, etc.), using a row separate from regular earnings, record the hours under the appropriate date(s) the lost time occurred. Enter the lost time code in the "EARN CODE" box and record the total number of lost-time hours in the "TOTAL HOURS" box. Reduce the "regular" hours to equal the actual hours worked. Indicate shift(s) in the shift column. The employee and the supervisor must sign and date the timesheet. The timesheet is submitted to the Payroll Department by the due date indicated.

EXAMPLES:

(1) 70 Hour Exempt employee worked 70 hours.

(2) 70 Hour Exempt employee worked 60 hours and had 10 hours of paid absence.

(1) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	010	1	70														
(2) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	010	1	60														
Paid Absence	060	1	10										7	3	-Sick		

B. Full-time Non-Exempt Employees (hourly)

On computer generated timesheets, the total bi-weekly hours are pre-printed to the right of the "Regular 020" earnings code/description. Full-time non-exempt employees are required to record the total hours worked each day under the date worked. If there is lost-time (vacation, paid absence, etc.), using a row separate from regular earnings, record the hours under the appropriate date(s) the lost time occurred. Enter the lost time code in the "EARN CODE" box and record the total number of lost-time hours in the "TOTAL HOURS" box. Reduce the "regular" hours to equal the actual hours worked. Indicate shift(s) in the shift column. The employee and the supervisor must sign and date the timesheet. The timesheet is submitted to the Payroll Department by the due date indicated.

EXAMPLES:

- (1) Non-Exempt employee regularly works 70 hours on the A-shift.
- (2) The same non-exempt employee worked 60 hours and had 10 hours of paid absence.
- (3) Non-Exempt employee regularly works 80 hours, B-shift; work week is Sun-Thurs.
- (4) The same non-exempt employee worked 72 B-shift hours and 8 B-shift vacation hours
- (5) The same non-exempt employee worked 72 B-shift hours, 8 B-shift vacation hours,
4 C-shift additional hours and 4 C-shift overtime hours

(1) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	1	70			7	7	7	7	7			7	7	7	7	7
(2) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	1	60			7	7	7	7	7			7	4		7	7
Paid Absence	060	1	10											3	7		
														(sick)	(sick)		
(3) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	2	80		8	8	8	8	8			8	8	8	8	8	
(4) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	2	72		8	8	8	8				8	8	8	8	8	
Vacation	050	2	8						8								
(5) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	2	72		8	8	8	8				8	8	8	8	8	8
Vacation	050	2	8						8								
Additional Hrs	025	C	4			4											
Overtime	035	C	4														4

C. Part-time Exempt & Non-Exempt Employees

Part-time employees are required to record the total hours worked each day under the date worked. If there is lost-time, (as applicable to the terms of your part time employment: vacation, paid absence, etc.) using a row separate from regular earnings, record the hours under the appropriate date(s) the lost time occurred. Indicate the desired lost time code in the "EARN CODE" box. Record the total "Regular" hours and lost time hours in the "TOTAL HOURS" box. Indicate the shift(s) in the shift column. The employee and the supervisor must sign and date the timesheet. The timesheet is submitted to the Payroll Department by the due date indicated.

EXAMPLE:Part-time Non-Exempt employee regularly 32.0 hours A-shift, used 8 hours of paid absence.

(2) Earnings/Lost Time Description	EARN CODE	SHIFT	TOTAL HOURS	12/19 SA	12/20 SU	12/21 MO	12/22 TU	12/23 WE	12/24 TH	12/25 FR	12/26 SA	12/27 SU	12/28 MO	12/29 TU	12/30 WE	12/31 TH	1/1 FR
Regular	020	1	24		8	8						8					
Paid Absence	060	1	8										8	(sick)			

D. Student Employees

Student employees are required to record all hours worked each day under the date worked. The supervisor's signature is mandatory. The student employee's signature is not mandatory, but preferred. A diligent effort should be made to obtain the student employee's signature. Sign, date and submit the time sheet to the Payroll Department by the due date indicated. For more information see the St John Fisher College Student Employment Handbook or General Guidelines for Student Employment for Supervisors of student employees.

E. To Make Changes to a Time Sheet or Change Hours Submitted in a Previous Pay Period

Contact the Payroll Department for the correct process for the specific situation.

F. Earnings Codes

010	Regular Bi-Weekly Exempt
020	Regular Bi-Weekly Non-Exempt
025	Additional Hours (Pays Hrly rate- **see below)
035	Overtime (Pays 1.5* Hrly rate Over 40 Hrs worked- **see below)
210	College Non-Work Study
220	College Work Study
230	Student Summer Pay

G. Lost Time Codes

040	Holiday
045	Floating Holiday
050	Vacation
060	Paid Absence - state reason for use See page E4, of the Employee Handbook for appropriate use
070	Personal Necessity Leave <ul style="list-style-type: none">o Jury duty - attach court documentationo Bereavement pay - state relationship to deceased See page E10, of the Employee Handbook for appropriate relationships
075	Unpaid Leave - state reason for use

H. Shifts

- 1 = Shift A
- 2 = Shift B
- 3 = Shift C or D

If the employee works shifts, the shift will need to be indicated in the "shift" column on the timesheet. The shift differential will be calculated based on the shift submitted. Similarly, when overtime has been worked, the employee will need to enter the overtime earnings code with the shift worked.

Applies to Non-Exempt Employees:

****Overtime (035):** is calculated on hours worked in a payroll week (7 days, Saturday to Friday) that are greater than 40. Hours recorded under any lost-time category are not included as 'hours worked' for the purpose of calculating overtime. See page B5 of the Employee Handbook.

****Additional Hours (025):** are hours worked in a payroll week (7 days, Saturday to Friday) in excess of the employee's regular scheduled work hours (35 or 40) that do not calculate as overtime.