VCU Human Resources

VIRGINIA COMMONWEALTH UNIVERSITY

Non-Exempt Wage Employee Timesheet*

Employee Name (please print): _____ V ID#: _____

Sunday: _____ through Saturday: _____
month/day/year month/day/year

Workweek	Time in	Time out	Time in	Time out	Total daily hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
				Total hours	

NOTE:

1. If you occasionally work seven additional minutes or less, do not count that time as additional hours worked. However, if you occasionally work more than seven minutes, but less than 15 minutes, round this time up to the next 15-minute increment and count 15 minutes of additional work time. If early arrivals or late departures occur on a regular basis and/or multiple times during a workweek, actual minutes should be counted for the entire workweek.
2. Note the total hours worked for each work day. Your lunch break does not count as time worked. For more information, see VCU Human Resources' Wage Employment Policy at http://www.policy.vcu.edu/sites/default/files/Wage%20Employment%20%20%28Hourly%20and%20Student%20Worker%29.pdf.

I certify that I worked the hours shown above - no more, no less. I understand that I am limited to working 29 hours per week, on average, each year (using the annual period beginning May 1 through April 30 of the following year). I understand that any overtime worked must have been pre-approved by my supervisor.

Employee Signature: _____ **Date:** _____

I certify acceptance of the employee's hours shown above and I approve any overtime worked.

Supervisor Signature: _____ **Date:** _____

* See next page: "What Non-Exempt Wage Employees Need to Know about Timekeeping Requirements."

Notes to departmental timekeeper:

- Key all time as REG.
- Maintain this form for five years as supporting documentation.

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Last Revised January 2015 (logo/link only)
Created July 2013

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What Non-Exempt Wage Employees Need to Know about Timekeeping Requirements

Proper tracking of time worked is important to ensure university compliance with applicable laws and regulations, for example, the federal Fair Labor Standards Act (FLSA), as well as to promote stewardship of public funds.

General Tips:

- You may work only 29 hours per week, on average, each year. The annual measurement period is May 1 through April 30 of the following year.
- You may not work over 40 hours in a workweek unless your supervisor requires you to do so.
  - Managers and supervisors have the discretion to establish employee work schedules as business needs require, provided applicable wage and overtime requirements are observed and workers are compensated properly.
  - Your supervisor may adjust your work schedule within a workweek to avoid or minimize overtime payments. For example, if you work an extra four hours on Monday, your supervisor may reduce your work schedule on Friday by four hours so that you do not work more than 40 hours during that workweek. Each workweek stands alone in calculating regular and overtime hours worked.
- Employees who work at least six consecutive hours shall be afforded a lunch period or meal break of at least 30 minutes, except in situations where shift coverage precludes such breaks.
- You cannot "volunteer" to work longer than your regular work hours. You must not track extra hours worked "off the books."
  - If you do not receive prior approval from your supervisor before working beyond 40 hours in a workweek, your supervisor can formally discipline you if you continue to work unauthorized overtime. However, the unauthorized hours must still be paid to you.

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How to Use the Non-Exempt Wage Timesheet

On the timesheet…

- Record the "time in" (the time you arrived at work).
- Record the "time out" (the time you left work for lunch).
- Record the "time in" (the time you arrived back at work after your lunch break).
- Record the "time out" (the time you left work for the day).

NOTE: If you occasionally work seven additional minutes or less, do not count that time as additional hours worked. However, if you occasionally work more than seven minutes, but less than 15 minutes, round this time up to the next 15-minute increment and count 15 minutes of additional work time. If early arrivals or late departures occur on a regular basis and/or multiple times during a workweek, actual minutes should be counted for the entire workweek. Remember: any additional time worked must be pre-approved and failure to arrive and depart timely could result in formal disciplinary action if overtime is accrued without approval.

Note the total hours worked for each work day.

- Your lunch break does not count as time worked.

For more information, see VCU Human Resources' Wage Employment Policy at http://www.policy.vcu.edu/sites/default/files/Wage%20Employment%20%20%28Hourly%20and%20Student%20Worker%29.pdf.

By signing the timesheet, you certify that the information you entered represents the hours you worked in this workweek - no more, no less.

Your supervisor must also sign this timesheet, certifying agreement with these hours and that overtime hours worked have been approved.