

TIME SHEET FOR ADMINISTRATIVE NON-EXEMPT

TIME SHEET FOR THE MONTH & YEAR OF:

| | |
|-------|-------------|
| NAME: | DEPARTMENT: |
|-------|-------------|

| TYPE OF TIME USED | # OF HOURS | TIME CHARGED TO: | # OF HOURS |
|-------------------|------------|------------------|------------|
| VACATION | | VACATION | |
| SICK | | SICK | |
| DISCRETIONARY | | DISCRETIONARY | |
| COMPENSATORY | | COMPENSATORY | |

INSTRUCTIONS:

1. Indicate time in and time out each work day. Leave the in and out boxes empty on days that you do not work.
2. If you are absent, arrive late or leave early, indicate the reason for working less than a full day for that date. See codes below.
3. Use the code H on regularly scheduled holidays such as Lab or Day and Independence Day.
4. Use O for your regularly scheduled days off (usually weekends).
5. When the Institute closes unexpectedly (i.e. emergency weather conditions), enter the time you arrive and leave and the code AP. If the Institute does not open that day, enter only the code.
6. Use this time sheet for the month indicated only.
7. At the end of the month, sign your time sheet, make a copy for your records and obtain your supervisor's signature.
8. Time sheets are due in Human Resources on the 5th of the following month (i.e., June time sheet due on July 5th).
9. Time accruals and usage are maintained by a count of hours. To determine the number of days available:
 - a) Do not use any decimals indicated in the total. Decimals reflect parts of an hour.
 - b) Divide the hours by 7. (Example: Your balance is 34.5 hours. Divide 34 by 7 [34÷7=4]. That accounts for 28 hours. In addition you have 6.5 hours remaining [6 hrs. & 30 mins.] .5 of an hour is one-half hour or 30 minutes.)
10. Please note that a day accrued during the period of summer hours is based on a 7-hour day and a day used during this period is deducted from your balance as a 7-hour day. During summer hours enter the actual hours worked. No special code is necessary to account for the early dismissal.

| | | | | |
|-----------------------|---|------------------------|-----------------------------|---------------------------------------|
| ABSENCE CODES: | V VACATION | D DISCRETIONARY | DIF DEATH IN FAMILY | WC WORKERS COMPENSATION |
| | S SICK | H HOLIDAY | LOA LEAVE OF ABSENCE | |
| | J JURY DUTY | LA LATE ARRIVAL | ED EARLY DEPARTURE | AP EMERGENCY INSTITUTE CLOSING |
| | O REGULARLY SCHEDULED DAY OFF (USUALLY WEEKENDS) | | | |

| 1 | | 2 | | 3 | | 4 | |
|----------------------------|-----|----------------------------|-----|----------------------------|-----|----------------------------|-----|
| AM | PM | AM | PM | AM | PM | AM | PM |
| IN | OUT | IN | OUT | IN | OUT | IN | OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 5 | | 6 | | 7 | | 8 | |
| AM | PM | AM | PM | AM | PM | AM | PM |
| IN | OUT | IN | OUT | IN | OUT | IN | OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |

Use other side for remainder of month

| | | | | | | | |
|----------------------------|----------------|----------------------------|----------------|----------------------------|----------------|----------------------------|----------------|
| 9 | | 10 | | 11 | | 12 | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 13 | | 14 | | 15 | | 16 | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 17 | | 18 | | 19 | | 20 | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 21 | | 22 | | 23 | | 24 | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 25 | | 26 | | 27 | | 28 | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | |
| 29 | | 30 | | 31 | | | |
| AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | AM IN OUT | PM IN OUT | | |
| LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | LOST TIME/ABSENCE CODE(S): | | | |

| | | | |
|----------------------|------|------------------------|------|
| EMPLOYEE'S SIGNATURE | DATE | SUPERVISOR'S SIGNATURE | DATE |
|----------------------|------|------------------------|------|