



Non-Exempt Employee Timesheet

Name: _____ Extension _____

Datatel ID # _____

For office and other non-exempt staff, this timesheet must include time from Saturday of week one through Friday of week two. The timesheet must be submitted to the Payroll Office by **noon** on the Monday following the end of the pay period by the employee's supervisor or a designated alternate.

Questions relating to timesheets should be directed to the Payroll Office

Supervisors are reminded to submit employee's timesheet to Payroll while employee is out on leave. Questions relating to leave policies should be directed to the Office of Human Resources, ext. 5560.

Leave Codes:	S = Sick V = Vacation H = Holiday M = Maternity Leave BF = Bereavement, Immediate Family *	C = Call Back P = Parental School Leave, unpaid PV = Parental School Leave, vacation B = Bereavement, Other Family * WC = Worker's Compensation
	* Indicate relationship when using B or BF	

Week Beginning	Week Ending	SAT	SUN	MON	TUES	WED	THURS	FRI	Total Hrs.								
_____	_____	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>		<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>	
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Hours worked are to be reported in the top half of the block. Leave time is reported in the lower half of the block using the appropriate leave code. All time is reportable in 0.25 hour increments. Example:

3.75
4.25 S

Certified to be true and correct _____ Approval _____
(Employee's Signature) (Supervisor's Signature)

Date _____

An e-mail notification will be sent prior to any change in timesheet due dates and pay dates due to holidays.