



Record of Hours Worked: Bi-weekly Support Staff

See Page 2 for instructions.

Employee Name: _____ Department: _____

Hours Worked

To Be Completed by Employee

To Be Completed by Supervisor

Week Beginning (mm/dd/yyyy): ____ / ____ / ____					Hours Worked	Credited Time-off	Code	Total Time
In	Out	In	Out					
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Week Beginning (mm/dd/yyyy): ____ / ____ / ____					Hours Worked	Credited Time-off	Code	Total Time
In	Out	In	Out					
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Comments

Employee Signature: _____ Date: _____

Supervisor Signature/Authorization: _____ Date: _____

Summary of Benefits

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
Sick Leave (Anniversary Year)		+	-	=
Personal Days (Anniversary Year)		+	-	=
Vacation* (Fiscal Year)		+	-	=

* **Remember:** Vacation earned in one fiscal year (July 1 – June 30) must be scheduled and approved and used by June 30 of the following fiscal year. Employees do not accrue sick leave or vacation, nor are they entitled to holiday pay, during an unpaid leave of absence.



Instructions for Completing Record of Hours Worked: Bi-Weekly Support Staff

Employee

- On a daily basis, fill in your actual time of arrival (when you began your work day), the times you leave for and return from your meal break, your time of departure (end of work day), and the total hours you worked (**Note:** Total daily hours worked do not include meal breaks).
- At the end of the bi-weekly pay period, enter your total regular hours worked as well as any overtime authorized by your supervisor. Sign and date the form and turn it in to your supervisor.
- Your supervisor will complete the form and return a copy to you for your records.

Supervisor

- Review and verify times of arrival and departure in the "To Be Completed by Employee" table.
Any discrepancies should be discussed with the employee. Do not erase or alter the employee's entries. Annotate the record with your corrections and review the changes with the employee.
- In the "To Be Completed by Supervisor" table:
 - For absences that are approved or covered under an announced policy or the terms of a collective bargaining agreement, indicate the number of hours of credited time-off in the "To Be Completed by Supervisor" table, along with the appropriate code:
 - V = Vacation
 - H = Holiday
 - PD = Personal Day
 - PL = Personal Leave
 - SL = Sick Leave
 - WC = Workers' Compensation
 - CT = Compensatory Time
 - J = Jury Duty
 - D = Death in the Family
 - MWP = Military Leave With Pay
 - MWOP = Military Leave Without Pay
 - AWOP = Absent without Pay
 - O = Other (Explain)
 - Enter the total number of credited hours—that is, "Hours Worked" plus "Credited Time-off"—in the last column, and total the hours at the bottom of the table.
- Update the "Summary of Benefits" as appropriate.
Note: Regular part-time support staff members are entitled to pro-rated sick leave, vacation and personal days based on the number of hours worked per week. For administrative purposes, regardless of the number of hours a regular part-time employee works per day, his/her earned benefit "day" is equal to 1/5th the total hours of the work week. Accumulations, therefore, should be maintained in hours. Actual time lost should be charged against the appropriate hourly balance.
- Sign the form and give a copy to the employee for their records.

For More Information

- For more information, consult the applicable collective bargaining agreement. Non-union support staff should consult the University's *Personnel Policy Manual*.