



Instructions for Completing FLSA Non-Exempt Professional Employee Time Sheet

This time sheet is to be completed on a daily basis and submitted to the Payroll Office on the day after pay day each pay period. A payroll calendar may be accessed at:

<http://www.cortland.edu/business/forms/administrativepayroll.pdf>

This form may either be completed by hand or electronically. The electronic form is in Microsoft Excel format and contains several formulas that perform most calculations. Please follow the guidelines below to properly complete the time sheet:

1. Entries are only allowed in the white of the timesheet. Lower case letters of 'a' through 'i' have been used to reference certain fields or columns. The shaded fields are automatically populated.
2. Populate your name in the appropriate field.
3. Populate the pay period start date in field 'a' using a date format of xx/xx/xx. Once the pay period start date is populated, the pay period end date and each date field in Column 'b' will be automatically calculated.
4. Enter any O.T. Comp balance from the previous time sheet into the location labeled '**O.T. COMP TIME BALANCE CARRIED FORWARD:**'
5. On each day worked, enter the start time and end time from left to right using the format of x:xx am or xx:xx pm. Please do not skip fields; this may cause miscalculations.

Example:

DATE	IN	OUT	IN	OUT	IN	OUT
12/13	8:00 AM	12:00 PM	12:30 PM	4:30 PM		

Do not enter with skipped fields:

DATE	IN	OUT	IN	OUT	IN	OUT
12/13	8:00 AM					4:30 PM

6. Column 'b' will calculate the number of hours actually worked
7. If you did not work a full day and plan to charge accruals, enter the accrual usage in number format (e.g. 3 or 3.5) under the appropriate header. Time must be charged in .25 hour increments.
8. Column 'i' will represent total hours worked, including accruals used for each work day and summed at the bottom.
9. Any hours worked in excess of 40 hours in one week (Thursday through Wednesday) will automatically be calculated and credited as 'OT Comp'. OT Comp is earned at a rate of 1 ½ times any hours worked over 40. There is NO comp time for hours worked between 37.5 and 40 hours in a week.
 - a. On an exceptional basis, and with approval of the immediate supervisor and VP, some OT comp time can be paid out in lieu of being added to the balance. Please contact HR at ext. 2302 or Payroll at ext. 2428 if this is desired.
10. The time sheet should be saved. This can be done from the website by selecting 'Save as' and then renaming it and saving it in a local file.
11. Print the completed time sheet and sign it.
12. Obtain the supervisor's signature.
13. Then forward to the payroll office.