

**Emerson College**  
**Time and Leave Reporting**  
**Non-Exempt Time Sheet**  
**For Departments with shift differential**  
**– Public Safety & Facilities**

**Instructions**

1. **Employee Name:** Type first and last name on the space provided.
2. **Department:** Type your Department name on the space provided.
3. **Week Ending:** Enter date of the Sunday on which the week reported ends as **Month/Day/Year** (i.e. July 5, 2009).
4. Under **Monday** enter the date of the first day of the week reported (i.e. 6/29/09). The rest of the week will be automatically populated for you.
5. **Earnings** – Record time for each day in hours in the category that applies. For example:  
Monday: Enter 8 Regular hours worked (excluding meal breaks), if you worked the first shift.  
Definitions:  
Regular: Hours worked on the first or day shift (7:00 a.m. to 3:00 p.m.)  
Shift Differential 2: Hours worked on the second shift (3:00 p.m. to 11:00 p.m.)  
Shift Differential 3: Hours worked on the third shift (11:00 p.m. to 7:00 a.m.).  
  
*For Vacation Day, Sick Day, Personal Day, Holiday Taken, Bereavement Leave and Jury Duty, the minimum increment of time you are reporting must be a quarter of an hour (0.25). Record your time in decimal format (Example: 6.75 hours, not 6 ¾)*  
  
*Overtime* – Enter hours worked over 40. All hours in a work week **worked over 40 must pre-approved by the supervisor and recorded in the Overtime category.**
6. **Total Hours** (horizontal row): You do not need to fill this in. The time sheet will automatically calculate the total hours by earnings category for each day you enter.
7. **Total Hours** (vertical column): You do not need to fill this in. This column will automatically calculate the total hours for the entire pay period.
8. **Employee Signature** – Employee must sign the time sheet.
9. **Supervisor Signature**- Supervisor must sign the time sheet.

Note(s):

- For payroll purposes, the Office of Human Resources and Affirmative Action must receive time sheets by Monday at 9:00 a.m. for employees who work after 5 p.m. on Friday or on Saturday and/or Sunday
- Work week is defined as Monday 12:00 a.m. thru Sunday at 11:59 p.m.