

**Emerson College
Time and Leave Reporting
Non-Exempt Time Sheet
For Departments with no shift differential**

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 7.25 (not 7 ¼) Regular hours worked (excluding meal breaks). On a work week enter **up to 40** hours of regular hours worked. Tuesday: 2 hours Vacation, 5.25 (not 5 ¼) hours Regular, etc.

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