

## Instructions for Completing FSW Time Sheets

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Completion of a time sheet is required for the following employees:

- All Full-Time Non-Exempt (under the Fair Labor Standards Act - FLSA) employees

1. Access a timesheet <http://www.fsw.edu/payroll/timesheets>
  - a. Click on BO-030Non-Exempt Time Sheet
2. Complete the following information:
  - a. Enter your Banner ID Number (available on your Connect Card)
  - b. Enter your legal name (First Name Last Name)
  - c. Choose the "Pay Beginning Date" by clicking to the right to show the drop down feature. Scroll down and click on the correct date. This will automatically generate the days and dates for the pay period
  - d. Check to make sure the pay period begins on the correct day/date and ends on the correct day/date.
3. Enter Hours Worked:
  - a. Enter the total number of hours physically worked each day rounded to the nearest quarter hour. Do not include any lunch breaks, holidays or any other time away from work. *If you do not have access to a computer a paper copy can be used. You will need to enter in the correct information for each day worked and total the time sheet.*
4. Enter Additional Hours to be Paid
  - a. Vacation, Sick and/or Personal: Enter any paid leave taken and subtract from the total hours worked from the pay date. **Be sure to include an approved Paid Leave Request form with the time sheet.**
    - i. *EX. Sara took 4.00 hours of personal leave for an appointment. The time sheet should reflect 3.50 hours in the hours worked column and 4.00 hours in the personal leave column and a Leave Request Form must be completed requesting 4.00 hours of personal leave.*
  - b. Overtime over 37.50 hours: Record any additional time worked over 37.50 hours but no more than 40.00 hours for the workweek.
    - i. **NOTE: All overtime pay requested must accompany a reason listed under "Explanation of Overtime/Additional Hours" on each time sheet.**
  - c. Overtime over 40.00 hours: Record any additional time worked over 40.00 hours for the work week in this column.
  - d. Paid Holiday: All regular full-time employees are eligible for holiday pay. Temporary employees are not eligible for holiday pay.
  - e. Other: Record any non-duty days, jury duty, military leave or any other unpaid days such as a leave of absence.
5. Required Signatures: Both the employee and the supervisor must sign/approve the time sheet. It is the supervisor's responsibility to verify the hours and calculations prior to signing the time sheet.
6. Payroll Schedule: Time sheets must be turned into the payroll office by the posted deadlines. Any time sheets received after the deadline could result in non-payment for that pay period. If this occurs, the employee will receive payment on the next scheduled pay cycle. The current payroll schedule can be located at <http://www.fsw.edu/payroll/forms> then click on appropriate Payroll Calendar.
7. Corrections to Time Sheets: Any corrections or changes to time sheets must be recorded on a new time sheet and marked "AMENDED" with the original pay beginning date. The corrected time sheet must again be signed and approved by the employee and supervisor.