

MONTHLY TIME REPORT FOR NON-EXEMPT EMPLOYEES

STATE OF NORTH DAKOTA

SFN 58680 (10-07)

Employee ID		Name								Department/Division											
Work Week Beginning (day/hr am/pm)		Work Week Ending (day/hr am/pm)				Period Beginning (m/d/yy)				Period Ending (m/d/yy)											
Day of Week	Date	Actual Time Worked (e.g., 8 am - 12 pm; 1 pm - 5 pm)								Total Actual Hours Worked	S41 Annual Leave	S42 Sick Leave	S43 Family Sick Leave	S40 Comp Time Earned	S44 Comp Time Taken	S11 OT @ 1.5	S10 OT Straight	S45 Funeral Leave	S46 Jury Leave	S47 Military Leave	S48 Holiday
		In	Out	In	Out	In	Out	In	Out												
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Mon																					
Tue																					
Wed																					
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		Empl:		Supv:		Weekly Totals:															
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				Monthly Totals:																	
										S41	S42	S43	S40	S44	S11	S10	S45	S46	S47	S48	

If the Total Actual Hours Worked at the end of the work week exceed 40, the non-exempt employee must accrue comp time or be paid overtime at 1.5. OT Straight/Comp Straight are earned when working over the regularly scheduled hours, but hours do not exceed 40 hours within a work week because of holidays and/or authorized leave. All OT/comp time must be approved by agency designated authority.

I certify that this is a correct report of my hours worked and leave taken during the period listed.

Employee Signature _____ Date _____

Supervisor Verification _____ Date _____

INSTRUCTIONS FOR WEEKLY/MONTHLY TIME REPORT

Employee ID, Name, Department/Division are self-explanatory.

Work Week: List the day and hour the work week begins and ends; for example, begins 12:01 AM Sunday, ends midnight Saturday. A work week consists of seven consecutive 24-hour periods, designated by the employer. It need not be the same as the calendar week but may begin on any day and hour of the day. A different work week may be established for different employees or groups of employees. Once the beginning time of an employee's work week is determined, it remains the same regardless of the scheduled hours worked. The beginning of the work week may be changed if the change is intended to be permanent and not to avoid overtime requirements.

Period: List the month, day, and year that your time report begins and ends. Time reports should be completed for full weeks.

Day of Week: The first day of the work week may vary dependent on the established work week.

Date: Each individual day an employee works or uses leave must be shown on the time record.

Actual Time Worked: Show the beginning and ending time the employee is performing his/her duties. Do not include hours on leave. Specific hours worked should be listed, e.g., 8:00-12:00; 1:00-5:00. If rounding is necessary, the hours should be rounded to the nearest 15 minutes. For example, if an employee comes to work at 8:03, their timesheet should list 8:00. If the employee comes to work at 8:12, their timesheet should list 8:15. Hours at the end of the day should also be rounded to the nearest 15 minutes.

Total Actual Hours Worked: Enter the number of hours and minutes worked for that day.

Annual Leave: Enter the number of annual leave hours used.

Sick Leave: Enter the number of sick leave hours used.

Family Sick Leave: Enter the number of family sick leave hours used.

***Comp Time Earned:** The non-exempt employee can earn comp time in two different ways, depending on the total numbers of hours worked during the work week: **Comp Time at 1.5** can be accrued when the hours worked exceed 40 in the work week. **Comp Time Straight** can be accrued when the employee works over the regularly scheduled hours, but hours worked do not exceed 40 within a work week because of holidays and/or authorized leave. Straight comp time or comp hours x 1.5 will be entered on the timesheet at the **end** of the work week in the weekly total column. Comp time balance may not exceed 40 hours.

Comp Time Taken: Enter the number of comp time hours used.

Overtime (OT) @ 1.5: The non-exempt employee can be paid OT at 1.5 if the total actual hours worked exceed 40 within a work week. OT hours will be entered on the timesheet at the **end** of the work week in the weekly total column. The payroll system will calculate time-and-a-half when Code S11 is used.

***OT Straight:** The non-exempt employee can be paid OT at the regular rate if the work hours exceed the regularly scheduled hours, but the hours for the work week do not exceed 40 hours because of holidays and/or authorized leave. OT straight hours will be entered on the timesheet at the **end** of the work week in the weekly total column.

Funeral Leave: List the number of funeral leave hours used

Jury Leave: List the number of jury leave hours used.

Military Leave: List the number of military leave hours used.

Holiday Leave: List the number of holiday hours.

Empl: and Supv: The employee and supervisor need to initial the time sheet at the end of **each** week.

Monthly Totals: Total the number of hours for each week and record the grand total at the bottom of the worksheet. These totals will be entered in PeopleSoft.

Employee and Supervisor Signatures and Dates: The supervisor and employee are responsible for ensuring that the information on the "Employee Time Record" is accurate and submitted on time. After each person signs the timesheet, it should be submitted to the agency payroll clerk for processing.