

Southern Oregon University
EXEMPT CLASSIFIED EMPLOYEE TIME SHEET INSTRUCTIONS

The Time Sheet is used to record:

- Regular hours worked
- Exchange time hours worked

Exchange Time Definition:

Exchange time for exempt employees is at the rate of one (1) hour off for one (1) hour of overtime worked for a maximum accrual of 120 hours. Exchange time must be used within the fiscal year (July 1 – June 30) or shall be lost [see Article 25, Section 4]. No overtime is to be worked without the prior authorization of management. Exchange time applies as follows:

- Time worked in excess of eight (8) hours per day or forty (40) hours per work week if on a regular work schedule.
- Time in excess of ten (10) hours per day or forty (40) hours per work week if on an irregular work schedule.
- Time worked in excess of forty (40) hours per work week if on a flexible work schedule.

Payroll Period:

- The payroll period for **salaried classified employees** runs from the 1st of the month through the last day of the month.
- Time sheets are due in Human Resource Services, Payroll/Benefits Section, CH 160, two (2) business days after the last workday of the month.
- Payday is the last business day of the month.

Instructions for Employee:

- Print month and year on time sheet.
- Print last name, first name, middle initial clearly.
- Enter the employee ID No.
- Enter department name.
- Print supervisor's name clearly.
- Enter dates to correspond with days of the month.
- Enter regular hours worked. Be sure to show exact time. (example 8-12AM/ 1-5PM)
- Enter overtime hours worked (example 8-12/1-5/6-9) indicating total overtime hours in the exchange time column. Calculated exchange time depends upon your established work schedule (i.e., regular vs. irregular vs. flexible).
- Report all regular hours worked as well as overtime.
- If you are using vacation leave, sick leave, leave without pay (LWOP), exchange time, or personal leave, or reporting a holiday, enter number of hours taken under **hours used** column, **not hours worked column**.
- ***Note:** If you are on leave without pay (LWOP), you or your supervisor must notify the Payroll/Benefits Office no later than one week before the end of the payroll period in order to avoid overpayment.*
- Bereavement leave (Article 42 SEIU contract), jury duty and pre-retirement counseling hours (Article 48 SEIU contract) should be entered in the column listed as **other**. Attach a copy of the notice from the court when requesting pay for jury duty.
- Sign and date.

Instructions for Supervisor:

- Verify daily hours worked.
- Verify total number of hours to be paid during pay period.
- Print name
- Sign and date
- **Submit certified time sheet 2 workdays after the last workday of the month to the Payroll Office.**