

Southern Oregon University
CLASSIFIED EMPLOYEE TIME SHEET INSTRUCTIONS

The Time Sheet is used to record:

- Regular hours worked
- Overtime hours worked

Overtime Definition:

Overtime for employees working a regular work schedule is time worked in excess of eight (8) hours per day or forty (40) hours per work week. Overtime for employees working an irregular work schedule is time in excess of ten (10) hours per day or forty (40) hours per work week.

Payroll Period:

- The payroll period for **salaried classified employees** runs from the 1st of the month through the last day of the month.
- The payroll period for **hourly classified employees** runs from the 16th of the month through the 15th of the following 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 your 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 pay or comp column.
- Report all regular hours worked as well as overtime.
- If you are using vacation leave, sick leave, leave without pay (LWOP), comp 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.**