



DRURY
UNIVERSITY

MONTHLY STAFF TIME SHEET

NON-EXEMPT: Times in and out required
EXEMPT: Leave time only

Name _____ Department _____

Employee ID number _____ Position title _____

G/L Account number _____ Period ending _____

NOTE: Round hours worked to the nearest quarter hour. "Other hours" codes are on the back of timesheet. Gray areas are for Payroll use only.

	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS WORKED	OTHER PAID HOURS	OTHER HOURS CODE	TOTAL HOURS	OT HOURS
Monday										
Tuesday										
Wednesday										
Thursday										
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Saturday										
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Friday										
Saturday										
Sunday										

Comments:

THIS COLUMN FOR
OFFICE USE
ONLY

SIGNATURES: I certify that all hours reported are accurate, and I understand that falsification may result in disciplinary action up to and including termination. Work times and absences are in accordance with the University staff policy handbook, which is available on the Drury University website.

Employee signature _____ Date _____

Supervisor approval _____ Date _____

Budget Administrator approval _____ Date _____

INSTRUCTIONS

- 1.** No employee should begin work without first completing state and federal withholding certificates (W-4 forms) and employment eligibility verification forms (I-9) in the Human Resources office.
- 2.** **Non-exempt** staff must record in and out times and leave time used. **Exempt staff** must record leave time only.
- 3.** Enter only the hours actually worked each day in the “HOURS WORKED” column. When calculating hours worked, round times to the nearest quarter hour.
- 4.** Enter other paid hours in the “OTHER PAID HOURS” column, i.e. vacation hours, sick leave hours, personal day, holiday, etc. If absent without pay, enter a “0” in this column and indicate the type of unpaid leave in the next column.
- 5.** Enter the appropriate code relating to the number entered in the “OTHER HOURS CODE” column. It may be necessary to enter more than one letter.
- 6.** Do not enter anything in the “OT HOURS” column. The payroll department will compute overtime and complete this column.
- 7.** Time sheets must be signed by the employee, the supervisor, and the budget administrator to be processed by the payroll department.
- 8.** Detach and retain department and employee copies before submission to payroll.
- 9.** Regular payroll is paid on the last work day of the month. Overtime earned during the pay period will be paid on the next regular payroll date.
- 10.** Adjunct and temporary staff payroll is paid on the 5th of the next month.

OTHER HOURS CODES

Refer to the staff policy handbook for specific leave policy provisions.

- B.** Bereavement leave (indicate relationship of relative in “Comments” box).
- C.** Catastrophic leave (HR approval required).
- F.** Family and medical leave (FMLA) (HR approval required).
- H.** Holiday observed.
- I.** Injury on the job (contact HR).
- J.** Jury duty (attach documentation).
- M.** Military leave (USERRA) (contact HR).
- P.** Paid personal day (cannot be used in conjunction with any other type of leave).
- S.** Sick leave (if more than 5 consecutive days missed contact HR).
- SH.** Summer hours off with pay (during weeks with reduced hours of work required).
- U.** Unpaid absence.
- V.** Vacation leave.
- W.** Paid weather day.