

CLARK ATLANTA UNIVERSITY

Employee Timesheet

Employee Name _____ ID _____ Pay period start date _____ Pay period end date _____	Department / Project _____ Budget code _____ Supervisor _____ Supv. extension _____
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Day	Date	Time In	Out for Lunch	In from Lunch	Time Out	Total Hours Worked	Leave Type	Leave Hours	Total Hours
						A		B	[A + B]
Week 1:									
Monday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Tuesday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Wednesday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Thursday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Friday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Saturday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Sunday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Week 1 Subtotal									_____ HR
Week 2:									
Monday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Tuesday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Wednesday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Thursday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Friday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Saturday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Sunday	_____	_____ AM	_____	_____	_____ PM	_____ HR	_____	_____ HR	_____ HR
Week 2 Subtotal									_____ HR
TOTAL APPROVED HOURS									_____ HR

Instructions:

- Record hours using decimals, and round to quarter hours (e.g. 7.5 equals seven and one half hours, 7.75 equals seven hours and forty-five minutes).
- The Payroll Calendar is available on the CAU website, on the Human Resources page.
- Timesheets must be signed by the employee and supervisor, and are due in the Salary Administration Office by noon on the due date.
- Separate timesheets should be completed for each pay period, if an employee is reporting time outside of the current pay period.
- Non-exempt employees will be paid overtime at a rate of 1 1/2 times the normal hourly rate for hours worked over 40 per week.
- It is the employee's responsibility to keep track of his/her accrued leave, and to ensure that there is adequate accrued leave to cover leave reported. Employees will be docked for leave hours reported in excess of available accrued leave balances.
- Supervisors should complete the earnings totals at the bottom of the timesheet, including any overtime calculations.
- Departments with more than one hourly employee should submit all timesheets in a batch, with a Payroll Summary Sheet. The summary sheet should include all names, and indicate zero hours for employees who did not work during the period.
- It is the Supervisor's responsibility to ensure that all hourly employees submit timesheets for each pay period worked.

Summary of Hours - to be completed by Supervisor					
Regular hours	_____ HR	Personal leave	_____ HR	Military	_____ HR
Overtime	_____ HR	Holiday	_____ HR	Other	_____ HR
Annual leave	_____ HR	Bereavement	_____ HR		_____
Sick leave	_____ HR	Jury	_____ HR		_____

Employee Signature

Supervisor Signature