Timesheet Instructions for Non-exempt SHRA Employees

Regular Hours Worked

Enter the hours that you worked each day that was a part of your regular schedule.

> **Example:**
>
> Your schedule is 8am – 5pm (with a 1 hour lunch break) Monday through Friday, and you worked eight hours each day. You would put "8" in the Monday – Friday blocks.

SmartTime Response:

It is important to account for your regular schedule (40 hours x FTE) with "Regular Hours Worked," "Paid Holiday," "Official Emergency Closing," or "Leave Taken."   If less than 40 hours are entered, SmartTime will send the hours SHORT through the payroll process to be deducted from accrued comptime, vacation or bonus leave.

Extra Hours Worked

Enter hours that you physically worked outside your regular schedule.

> **Example:**
>
> You came in on Saturday as requested by your supervisor and worked 8 hours. You would enter "8" in the Extra Hours Worked line for Saturday. OR
> You were required/permitted to work an hour following your regular schedule on a regular workday, you would enter "1" in the Extra Hours Worked line for that day.

(Do not enter hours worked on this line for a holiday, official emergency closing, or when on official call-back status and called in to work. These hours have special rules and must be entered in subsequent blocks.)

SmartTime Response:

*Extra hours worked will be held and combined with **excess** hours worked on a holiday, when the university is officially closed, or when in on-call status. These hours will first be used to offset leave taken during the same workweek. Remaining hours will be used in the FLSA calculation process to determine whether they should be compensated at 1.0 or 1.5 times*

Paid Holiday

On designated holidays, enter 8 hours (times your FTE) on the appropriate day on the Paid Holiday line – whether you took the day off, or whether you worked.

> **Example:**
>
> You are regularly scheduled 8 hours a day, then enter "8" in Paid Holiday.
> If you are a part time .5 FTE employee, then enter "4" in Paid Holiday.
> If your regular schedule for the day is more than 8hrs, you should put the difference in vacation leave or comp-time taken. For instance if you work 4 ten-hour days and the holiday fell on one of those days, you would enter "8" hours in Paid Holiday, AND "2" hours in Vacation Leave or Comp Time Taken.

SmartTime Response:

SmartTime uses the "Paid Holiday" field when it accounts for "Regular Hours" in the first calculation. If more than 8hrsXFTE are reported, an error will occur in SmartTime. If not corrected, excess hours reported will be deducted from accrued comp time, vacation, bonus, or dock pay if no leave is available.

Timesheet Instructions for Non-exempt SHRA Employees

Holiday Worked

If you were *required* to work on the holiday, enter the number of hours you worked in the appropriate date on the Holiday Worked line. (If you were not required to work, but gained supervisory approval to work in order to make up a negative in adverse weather time, or to accrue comp time to take at a later date, you should enter the hours is the Extra Hours Worked line.)

SmartTime Response:

*Smart-Time will send all hours in the "Holiday Worked" line to payroll for holiday premium to be paid. Additionally it will send up to 8hrsxFTE to the CompTimeGap bucket. Any **excess** hours will be combined with any extra hours worked and may be used to offset other leave during the workweek, or will be used in the FLSA calculation process to determine whether compensation should be at 1.0 or 1.5 times*

Leave Taken

Enter the actual number of hours taken in the appropriate line (Vacation, Sick, CompTime, Community Service, Civil, Shared, Military, Adverse Weather Leave, or Official University Closing hours.) Only enter leave in the Other Leave Taken line if you have prior supervisory approval. Enter a comment on the time sheet to explain the type of Other Leave.

SmartTime Response:

Accrued CompTime, Bonus, Vacation, Sick, Adverse Weather, Special Leave, Community Service, and Military Leave Taken will be offset by hours by all "extra hours" worked during the workweek. Remaining hours will reduce the appropriate comptime or leave balances, as applicable.

Official Emergency Closing

If the university is officially closed due to emergency conditions on a regular schedule workday, enter the number of hours that *falls within your regular schedule* in the Emergency Closing line, even if you are designated essential staff and were required to be working on campus during the emergency. If you were unaffected by the closing (for example, you are based at a different location from the emergency condition) do not enter hours in this line. If you need additional guidance, contact your leave-keeper.

SmartTime Response:

It is important to code the emergency closing time if you were affected by the closing because SmartTime will use these hours in accounting for the regular work week in step 1.

Official Emergency Closing - Essential Staff Work Hours

Essential staff should enter the total numbers worked during the official closing in the Emergency Closing Worked line.

SmartTime Response:

SmartTime will send the number of hours work during an Emergency Closing to the Emergency Closing Comp Time bucket. Also it will calculate the difference between the hours in "Emergency Closing (during your regular shift) and total hours worked for the day during the closing. The difference will be combined with any extra hours worked and may be used to offset other leave during the workweek, or will be used in the FLSA calculation process to determine whether compensation should be at 1.0 or 1.5 times

Timesheet Instructions for Non-exempt SHRA Employees

Shift Premium Hours

Enter the number of hours you worked that are eligible for shift premium compensation.

SmartTime Response:

SmartTime will compare the total number of shift premium hours entered with the total hours worked that day. If shift premium hours exceed work hours, the supervisor or leave-keeper should return the time sheet for correction.   If there is no intervention, SmartTime will cross-walk the lesser of shift premium hours entered or total hours worked to payroll.

On-Call Scheduled Hours

Designated on-call employees should enter the number of hours for each day they are scheduled for on-call status.

SmartTime Response:

SmartTime will reduce the on-call hours by the number of call-back hours worked and crosswalk the result to the appropriate on-call code for payroll.

On-Call Hours Worked

Enter hours worked when in on-call status. A minimum of two hours applies for call-backs that require travel to the work site. A thirty minute minimum applies for call-backs that are handled via phone or electronic communication.

SmartTime Response:

Call-back hours will be combined with any extra hours worked and may be used to offset other leave during the workweek, or will be used in the FLSA calculation process to determine whether compensation should be at 1.0 or 1.5 times

Timesheet Instructions for Non-exempt SHRA Employees

General Leave Policies - OSHR

Hours worked in excess of the employee's established work schedule shall be used to offset leave reported in the same overtime period. The purpose of paid leave is to maintain employee income, not enhance it. If employees work additional hours outside their normal schedule in a work week in which they also have scheduled or taken time off, the additional time worked "offsets" the time that the employee intended to cover with available leave. Therefore, the number of leave hours originally charged must be reduced by the number of additional hours worked. This offset is mandatory; the employee cannot be paid both for the leave time and the time outside of the normal schedule. It does not apply to Holidays, Civil Leave and Other Management Approved Leave.

Please remember….

1. *You must account for 40 hours (times FTE) with Regular Hours Worked, Accrued leave taken, paid holiday, or official emergency closing hours. If you do not account for 40 (times FTE), the hours "SHORT" will be deducted from accrued comp, vacation, or bonus leave, else Pay will be docked.*
2. *ALL extra hours must be entered in the appropriate extra hours block – see instructions above.*
3. *The hours you key go in your payroll, or to your comp accrual/leave use buckets. It is imperative that time be entered correctly and in accordance with established deadlines. Non-compliance could result in incorrect pay, incorrect leave or comp-time balances, or in the event of non-compliance, disciplinary action.*
4. *Published deadlines and departmental standards for time-sheet submission must be adhered to.*

SmartTime - Time Sheet Instructions v.1.0.0