



ITS guide
time sheet instructions for regular employees

ITS-HR TIME COLLECTION STANDARDS

Certain standards must be met in the collection of ITS employee's time:

1. **ITS-HR generated paper timesheets must be completed by all hourly employees.** The paper timesheet is the "official" record. The ITS HR Team will prepare and forward the timesheet to each new employee and/or supervisor prior to their first work day. (See example of timesheets on the following pages).
2. **Leave requests, of any type, for a full-time or part-time employee must be made through FIREFLY prior to turning in a timesheet.**
3. **All timesheets must contain the following pertinent information:** 1) Employee name, 2) Personnel number, 3) Position number and 4) Proper cost center (for billing).
4. **All completed timesheets must have the employee's signature and their Supervisor's signature. The Supervisor's signature is their approval of the timesheet. **THE SUPERVISOR IS RESPONSIBLE FOR ENSURING THE TIMESHEET IS ACCURATE BEFORE SIGNING AND SENDING TO ITS-HR.****
5. **All completed timesheets must be delivered to the ITS-HR Team at 413 Love Library by noon on the Friday following each biweekly pay day (Thursday). Exceptions may apply (holidays).**

IMPORTANT INFORMATION

If timesheets are not received by the deadline, there may be a delay in accurate payment.

If there is a discrepancy of any kind on the timesheet, ITS-HR will contact the employee and/or the supervisor regarding the issue.

Prompt resolution is necessary to avoid any delay in payment to the employee

TIME SHEETS

Regular employees are eligible for benefits starting on day 1 of their employment.

This is an example of a REGULAR HOURLY employee's time sheet along with "Instructions."

The Excel Time Entry Spreadsheet contains one sheet. Look over the name and numbers at the top to be sure they are correct. To change the date, simply enter your 'starting Friday' date. The end date will be generated for you and entered into the date column. You will need to enter your start and end times. The times are not calculated for you so you will need to calculate and write the total hours worked in the 'REG' column. If you have a full vacation or sick day, leave the start & end times blank and put the 8 hours in the appropriate column. Partial vacation or sick days should list both hours worked and balance of the day hours in the proper column. If you work Shift Hours the entire shift or only partial days, please list your hours under the SHF column when required. Overtime hours do not start until you physically work 40 REG or SHF hours. Once an employee has **physically** worked 40 hours, move any additional hours to the OTD column. The Other column should be used for such things as Funeral, Jury/Civil Duty, Crisis Leave, etc. Also for the **Other** column, list only the hours in the weekly column and at the bottom of the time sheet record the date, hours and code for those hours separately. The REG, SHF, VAC, SCK, HOL, OTD & Other columns do contain calculations to figure the end of week totals. The Two-Week Summary will also be calculated for you as well as the Two-Week Grand Total.

UNL Information Technology Services

Bi-Weekly Time Sheet

Employee Name:

Personnel #:

Cost Object:

Department:

INFORMATION TECHNOLOGY SERVICES

Position #:

Start Date: 10/4/2013

End Date: 10/17/2013

First Week	Date	Start Time	End Time	Start Time	End Time	REG	SHF	VAC	SCK	HOL	OTD	Other
Friday	10/4	8:00 AM	12:30 PM	1:30 PM	5:00 PM			8.00				
Saturday	10/5											
Sunday	10/6											
Monday	10/7	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Tuesday	10/8	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
Wednesday	10/9	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
Thursday	10/10	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
First Week Totals						36.00	0.00	8.00	0.00	0.00	0.00	0.00

Second Week	Date	Start Time	End Time	Start Time	End Time	REG	SHF	VAC	SCK	HOL	OTD	Other
Friday	10/11	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Saturday	10/12	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Sunday	10/13											
Monday	10/14	8:00 AM	12:30 PM	1:30 PM	5:00 PM				8.00			
Tuesday	10/15	8:00 AM	12:30 PM	1:30 PM	5:00 PM			8.00				
Wednesday	10/16	8:00 AM	12:30 PM	1:30 PM	7:00 PM	10.00						
Thursday	10/17	8:00 AM	12:30 PM	1:30 PM	5:00 PM	6.00					2.00	
Second Week Totals						40.00	0.00	8.00	8.00	0.00	2.00	0.00

Two-Week Summary**76.00 0.00 16.00 8.00 0.00 2.00**

Other Codes:

If "other" column was used - specify code(s)

Date Hours Code

ADM = Adm Leave JRCV = Jury/Civil Duty

BHOL = Banked Holiday MIL = Military Leave

BKUS = Banked Holiday Used ONC = On Call

CME = Comp Time Earned OSH = Shift Overtime

CMU = Comp Time Used RESP = Resp. Pay

CRLV = Crisis Leave SHF/RESP = Pay Both S/R

FLH = Floating Holiday WSR = WorkStudyStudent

Two-Week Grand Total**102.00**

Employee Signature:

Date:

Supervisor Signature:

Date:

I hereby certify that the time reported above represents a true statement.

Updated 1/31/2014

Regular employees are paid 40 hours a week, 8 work hours a day in Firefly. This is considered their CORE hours. Employees may alter their 8 hour workdays by submitting leave requests through Firefly. **IT IS THE SUPERVISOR'S RESPONSIBILITY TO COMPARE THE SUBMITTED TIME SHEET TO THE INFORMATION LISTED IN FIREFLY.** Firefly and the time sheets must match.

All hourly paid employees physically working more than 40 hours in one work week shall receive overtime compensation. This may be in the form of overtime pay or compensatory time, both granted at one and one-half hours for every hour worked above 40.

WAGE TYPES

Each line of time entry needs to have a Wage type. Wage types are broken down into 2 types:

COMMON SAP ATTENDANCE CODES - additions to planned work time

CODE	DESCRIPTION
OTD	Overtime hours at time and a half. Employee must WORK 40 hours before earning overtime
CME	Comp time earned. Use in lieu of overtime creating a balance available for future use. Comp time must be used before VAC.
BHOL	Banked Holiday earned. If a bi-weekly employee works during a holiday, this wage type will pay the hours worked & create a balance available for future use.

COMMON SAP ABSENCE CODES- reductions to planned working time

CODE	DESCRIPTION
VAC	Vacation leave. Employee must have a vacation leave balance created.
SCK	Sick leave. Employee must have a sick leave balance created.
HOL	Holiday pay
FNL	Funeral leave
MIL	Military Leave
UNPL	Unpaid leave. Will reduce hours/pay by amount entered. If a full day of unpaid leave is posted, it will also stop vacation and sick leave accruals on that day.
CMU	Comp time used. Employee must have a comp time balance created.
BKUS	Banked holiday used. Employee must have a banked holiday balance created.
ADM	Administrative leave may be granted to allow employees to participate in committee work, leadership roles in campus organizations, interviews for campus jobs, seminars & inclement weather situations.

REGULAR employees assigned to work outside of normal business hours are given additional compensation. A shift differential of 10% of the employee's base hourly rate shall be paid to an eligible hourly paid employee whose work shift includes 4 or more hours outside normal UNL hours (8:00 a.m. to 5:00 p.m. Shift differential shall be paid for the entire work shift, not just for the 4 or more hours outside normal hours. This applies to work shifts on every day of the week.