

## NAU EMPLOYEE TIME SHEET

### BENEFIT ELIGIBLE/NON-EXEMPT EMPLOYEES ONLY

NAME: **Essential employee**      SSN: \_\_\_\_\_      POSITION #: **Did work closure/ took another day off that week**

PAY PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_      EMPL ID # \_\_\_\_\_

DEPT CODE: \_\_\_\_\_      DEPT NAME: \_\_\_\_\_      REG # HRS WK \_\_\_\_\_

Date:	M	T	W	T	F	S	S	WEEK1 TOTAL	M	T	W	T	F	S	S	WEEK2 TOTAL	GRAND TOTAL	
TOTAL HOURS PHYSICALLY WORKED		# hrs	<b>(hours physically worked)</b>															
SICK HOURS																		
VACATION HOURS																		
COMPENSATORY HOURS TAKEN				# hrs	<b>(took day off)</b>													
TIME OFF WITHOUT PAY																		
HOLIDAY HOURS																		
STANDBY PAY																		
CALLBACK PAY																		
ON CALL PAY <b>NAU Closure *</b>		# hrs	<b>(scheduled work hours - based on FTE)</b>															
<b>TOTALS</b>																		

<b>* NAU Closure 01/04/05</b>	TOTAL REGULAR TIME HOURS (To be Paid)				
	TOTAL OVERTIME HOURS TO BE PAID				
	TOTAL OVERTIME HRS TO BE ACCRUED AS COMP. TIME	<b>No compensatory time entry, unless employee did physically work over 40 hrs.</b>			
	TOTAL REGULAR HRS TO BE ACCRUED AS COMP. TIME	<b>No compensatory time entry</b>			
	* TOTAL COMP. HRS TO BE PAID				

	BEGINNING BAL.:				
COMP. TIME RECORD	HOURS EARNED	+			
	HOURS TAKEN	-			
	* COMP. HRS. TO BE PAID	-			
	ENDING BALANCE	=			
(HOURS PHYSICALLY WORKED OVER 40 IN ONE WEEK MUST BE ACCRUED OR PAID AT TIME AND ONE-HALF)					

CORRECT: \_\_\_\_\_  
Employee Signature

By my signature, I attest that I have recorded all hours physically worked during this pay period.

APPROVED: \_\_\_\_\_  
Department Head/ Supervisor Signature

(PLEASE PRINT)  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**EMPLOYEES MUST SUBMIT BIWEEKLY TIME SHEET TO THEIR SUPERVISOR. DEPARTMENTS SUBMIT TIMESHEETS TO PAYROLL ONLY IF ADDITIONAL HOURS ARE TO BE PAID**

PAYROLL PLEASE PAY:

Please Specify:

HOURS	REASON
	Standby (Straight time)
	Callback (1.5)
	On Call

MUST BE COMPLETED IN INK AND ALL CHANGES INITIALIZED

	OT 1 (Straight Time)
	OT5 (Overtime)
	*Comp Pay