

## NAU EMPLOYEE TIME SHEET

### BENEFIT ELIGIBLE/NON-EXEMPT EMPLOYEES ONLY

NAME: **Essential employee**      SSN: \_\_\_\_\_      POSITION #: **Did work closure/ took a day off the next 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	# hrs	<b>Used for additional hours physically worked over 40</b>	
	TOTAL REGULAR HRS TO BE ACCRUED AS COMP. TIME	# hrs	<b>Used for additional hours physically worked under 40</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:

HOURS	REASON
	Standby (Straight time)
	Callback (1.5)

Please Specify:

MUST BE COMPLETED IN INK AND ALL CHANGES INITIALIZED

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