

# SHEET FOR HOURLY EMPLOYEES

## PURPOSE

The TIME AND ATTENDANCE SHEET FOR HOURLY EMPLOYEES serves as the legal record of all categories of time worked or leave taken by HOURLY employees including paid and unpaid family/medical leave. It does not include paid administrative leave. For unpaid leave lasting over 30 consecutive days, employee should be placed on Leave of Absence.

This includes:

- Regularly scheduled work in home department.
- Work performed in home department at a different rate of pay.
- Time worked in other departments.
- Temporary changes in the distribution of the employee's pay among cost centers.
- Responsibility for overtime hours.
- All time away from work except for Leaves of Absence greater than 30 days and administrative leave.

The TIME AND ATTENDANCE SHEET FOR HOURLY EMPLOYEES is completed weekly by every department for all hourly paid employees.

## IMPORTANT POINTS

- Timesheets are pre-printed for each department with:
  - Employee's name
  - Status [active or inactive]
  - GUID
  - Accrued leave balances
- Complete all information in ink.
- Use white-out to correct errors.
- Initial changes.
- Place slash (/) in the Time In/Out section for day(s) employee isn't due pay.
- The figures must be accurately totaled, reviewed, and signed by an authorized employee.
- Use decimals, not fractions.

## TIME AND ATTENDANCE SHEET

### **Further Information:**

- Payroll personnel are NOT authorized to correct time sheets. When an error is found, they will notify the department's authorized employee to come to Payroll and make the necessary corrections immediately to ensure proper payment to the employee(s).
- **Leave balances** are system-generated and enable departments to determine if an employee has sufficient accrued leave to cover leave taken. Sick or leave hours taken by an employee cannot exceed the employee's current leave accrual. Balances reflect time earned and time taken that was entered into the system at the end of the previous pay period.
- **Newly-hired employees:** If the employee has already been entered into the Genesys system, in the blank spaces at end of system-generated list, clearly print the names and GUID and fill in as usual. If there is no space, you must use a blank time sheet.
- **Family/Medical Leave:** Refer to Human Resources Policy # 603 for specifics on the Family/Medical Leave. FMLA hours taken must be recorded for individuals whose family leave has already been activated. You activate FMLA by having the employee complete a LEAVE REQUEST FORM and forwarding the LEAVE REQUEST FORM to the appropriate human resources area.

## TIME AND ATTENDANCE SHEET

### **TO COMPLETE THE EMPLOYEE TIME AND ATTENDANCE SHEET**

#### **SECTION I -- EMPLOYEE LOG**

- **TIME IN/OUT:** Employee writes in ink the time he/she began work and the time stopped work in the appropriate column for each day. Include AM or PM.
- **Initial:** Employee signs initials, to verify accuracy of time recorded.
- **Total:** Timekeeper calculates and records total daily hours to be paid.

If the employee is unable to record his/her hours, the supervisor completes the time sheet for that particular day. The time sheet should be annotated to reflect type of leave used by the employee (scheduled, unscheduled, sick, unpaid, holiday, etc.).

If a department has employees sign in/out on a form other than the TIME AND ATTENDANCE SHEET FOR HOURLY EMPLOYEES, that department must keep the original sign in/out sheet which the employees initialed for 7 years.

TIME AND ATTENDANCE SHEET

**SECTION II -- TIMEKEEPER WEEKLY TOTALS**

Based on the information provided by the employee on both the time sheet and any LEAVE REQUEST FORM(S), timekeeper computes and records hours worked and leave taken.

- Record ALL hours the employee worked during the week by category, including hours worked on a holiday:

WeekDay		WeekEnd		Holiday	
Day	Night	Day	Night	Taken	Worked

- Record total number of hours the employee was away from work by category. If "X" s are printed in a box, the employee is not eligible for that type of leave; and hours cannot be entered there.

SICK	LEAVE		HOLIDAY		VACATION	PERSONAL
	Sched	Unsched	Taken	Worked		

Hours recorded for any time away from work CANNOT exceed 40 hours per week.

- Sick: **Cannot** exceed 40 sick hours per week.
- Leave: **Scheduled** -- Information on Leave Request Form submitted by employee.  
**Unscheduled** -- Unexpected absence following established call-in procedures.
- Holiday: **Staff**: Refer to Human Resources Policy # 601. **Union**: Refer to appropriate union contract.

## TIME AND ATTENDANCE SHEET

**Taken** -- Regularly scheduled hours employee did not work, up to 8. (Refer to contract with District 1199E employees.)

**Worked** -- Number of hours up to 8 for which the employee is to receive holiday bonus pay. The holiday bonus will be computed as one-half the normal hourly rate times the number of hours entered here. (See next page.) If an employee who is not entitled to holiday pay actually works on a holiday, hours are posted only on the weekday or weeknight categories. (i.e., students or 1268s)

Employees in District 1199E get 2 1/2 times salary for ALL hours worked on a holiday. These can exceed 8 hours. This exception applies only to this group of employees.

- Vacation: Information on LEAVE REQUEST FORM submitted by employee (District 1199E employees only).
- Personal: No longer available.
- TOTALS: Tally the 11 boxes to the left of the "TOTAL" box. [Call Pay and Meal Allowance have separate totals.]

### **Accuracy Check #1 -- Individual Totals:**

This total should equal the sum of the daily total boxes for the week.

- CALL PAY: Dollar amount employee earned for being on call during the week.
- Meal : ALLOWANCES: Dollar amount due employee for the week

Refer to the Human Resources manual, collective bargaining agreement, or the Hospital Policies and Procedures Manual for further information.

### **ACCURACY CHECK #2 - PAGE SUBTOTALS:**

Subtotal each page and check for errors. Add columns down. The sum of the 11 category subtotals should equal the sum of the TOTAL boxes.

TIME AND ATTENDANCE SHEET

**Recording Holiday Hours for Regular Staff Employees**

**1. HOLIDAY TAKEN**

Post the number of regularly scheduled hours the employee did not work due to a scheduled holiday, **not to exceed 8 hours per holiday taken**. Part-time employees are eligible for holiday pay if it falls on their regularly scheduled workday and is limited to the number of hours they are regularly scheduled to work that day. (Refer to Human Resources Policy #601.)

WeekDay		WeekEnd		Sick	Leave		Holiday		Vac	Pers	Total	Call	Meal \$
Day	Night	Day	Night		Sched	Unsched	Taken	Worked					
32							8				40		

**2. HOLIDAY WORKED-- COMPENSATORY DAY AT LATER DATE**

Record total hours worked including those worked on the holiday under the weekday or week night categories. This will pay the employee at the normal hourly rate. To pay time and a half rate for the holiday, you must record the number of hours the employee worked on the holiday in the "Holiday Worked" box. This will generate half-time pay for those hours.

WeekDay		WeekEnd		Sick	Leave		Holiday		Vac	Pers	Total	Call	Meal \$
Day	Night	Day	Night		Sched	Unsched	Taken	Worked					
40								8			48		

- For auditing purposes, you must include the hours recorded in the "Holiday Worked" box in the "Total" box.
- At a later date, when the employee takes his/her compensatory day off, Holiday Taken may be posted to reflect that the employee has taken the holiday.

TIME AND ATTENDANCE SHEET

**3. HOLIDAY WORKED -- COMPENSATORY DAY THAT PAY WEEK**

Record total hours worked including those worked on the holiday under the weekday or week night categories. This will pay the employee at the normal hourly rate. To pay time and a half pay for the holiday, you must record the number of hours the employee worked on the holiday in the "Holiday Worked" box. This will generate half-time pay for those hours.

WeekDay		WeekEnd		Sick	Leave		Holiday		Vac	Pers	Total	Call	Meal \$
Day	Night	Day	Night		Sched	Unsched	Taken	Worked					
32							8	8			48		

For auditing purposes, you must include the hours recorded in the "Holiday Worked" box in the "Total" box. In this case, the Holiday Taken hours would be posted to the day the employee had off in lieu of the actual holiday.

**4. HOLIDAY WORKED -- HOLIDAY TAKEN HOURS PAID IN LIEU OF TIME OFF**

First, post the number of hours the employee actually came to work on the holiday. The "Holiday Worked" box will pay the Holiday bonus computed at one half the normal hourly rate times the number of hours entered here.

Second, the hours in the "Holiday Worked" box must also be posted to the appropriate day or night category so that the straight time can be paid for the hours worked. This is the ONLY instance where the same hours are entered in two places (with the exception of Family Medical leave hours).

Third, employees who work the holiday are also eligible to have payment for the holiday taken hours included with the current check in lieu of time off. You must process a TIME SHEET CORRECTION form to a previous pay period for the eight hours of "Holiday Taken" due. These hours CANNOT be put on the time sheet if the employee worked the holiday since they would generate overtime pay.

Employee Name (L, F, M)	GUID	CAT	HOURS	RATE	Cost Center	FUNC	DOCK PAY
DOE, JAYNE	87799999	H	8.00		GX0000000	L	

## TIME AND ATTENDANCE SHEET

### **SECTION III -- FAMILY/MEDICAL LEAVE**

Using the LEAVE REQUEST FORM as your source of information, assign time away from work related to Family/Medical Leave to the appropriate column(s). Hours may be recorded in more than one column. Hours recorded in these columns in Section III do not affect accrued paid leave balances but are subtracted from the total number of hours to which the employee is entitled by law under the Family/Medical Leave Acts. (Refer to Human Resources Policy #603.)

#### **Further Explanation:**

- The LEAVE REQUEST FORM is the source document.
- Section II of the time sheet is used to record any time away from work for which the employee's pay and/or accrued leave balances are to be adjusted. Only hours entered in this section will generate pay and/or adjust accrued leave balances.
- Section III of the time sheet is used to meet District, State or Federal reporting requirements. Hours attributable to Family/Medical Leave are recorded here to determine continued eligibility for Family/Medical Leave by subtracting them from the total number of hours to which the employee is entitled by law.

### **SECTION IV -- OVERRIDE**

The Override Section of the time sheet is used to:

- reallocate the employee's regular pay distribution among cost centers for that pay week.
- pay employee for work performed in home department at a different rate of pay. This is for hours **not recorded** in Section I of the time sheet.
- pay an employee for work performed in another department. Information is taken from the HOURLY EMPLOYEE OVERRIDE FORM which is completed by department where the work was performed.

## TIME AND ATTENDANCE SHEET

Fill in appropriate columns:

### **CATEGORIES**

- Category: Type of hours to be compensated.
- OT: Place check in OT column if another department accepts responsibility for overtime rate. **Even though employee's home department ultimately decides on the allocation of overtime pay to another department, failure to check this column will result in overtime pay being charged to employee's home department. Overtime pay is based on the weighted average hourly rate. (See Human Resources Policy #803.)**

Category: Section V of Time Sheet Correction

D= Weekday Day (Compassion, Jury Duty, Administrative Leave)  
N= Weekday Night, differential only  
B= Weekend Day, differential only  
L= Weekend Night, differential only  
H= Holiday Taken  
J= Holiday Worked  
K= Scheduled Leave  
T= Unscheduled Leave  
S= Sick  
M= Meal Allowance  
C= Call Pay  
V= Vacation  
P= Percent

- Hours: Number of hours charged to each cost center. Record only hours NOT previously recorded in Section II.
- Rate: Indicate only if being paid at a different rate of pay.
- \$: Dollar amount for meal allowance or call pay due the employee.
- Class Code: Class code that corresponds to the job performed, which may differ from class code in home department.
- %: Complete if payment is split among two or more cost centers. Please Note: The total of all of these **must** equal 100%.
- Cost Center: Cost Center number to charge for services. [This includes the two-letter fund designation code and the seven digit cost center number, e.g., GS4000-000.]

## TIME AND ATTENDANCE SHEET

Func: Enter the appropriate function code.

### Function Codes

<b>A</b> Instruction & Department Research	<b>B</b> Affiliated Hospital Programs
<b>D</b> Cost Sharing Project	<b>E</b> Organized Research Training, other sponsored projects title (RX allocations only)
<b>F</b> Federal Work Study	<b>G</b> Hospital – Supervision Georgetown Resident (HX allocations only)
<b>H</b> Hospital Administration (HX allocations only) (HX allocations only)	<b>J</b> Hospital – Department Manager
<b>K</b> Other Institutional Activities	<b>L</b> Currently Exempt Department
<b>M</b> Hospital - Coverage (HX allocations only)	<b>S</b> Sabbatical Leave
<b>W</b> Departmental Administration	<b>Y</b> Sponsored Programs Administration (RX Allocations only)

### **SECTION V -- DEPARTMENT EDIT TOTALS**

On the final page, the timekeeper calculates and records ALL the totals.

Align the page subtotals and calculate the department totals and record on last page of the time sheet.

### **Accuracy Check #3: Grand Total Check**

Add columns down. The sum of the 11 category totals should equal the sum of the "TOTAL" box.

Staple current week=s HOURLY EMPLOYEE OVERRIDE FORMS to this page of the time sheet.

## TIME AND ATTENDANCE SHEET

### **SECTION VI -- DEPARTMENT SIGNATURES**

Preparer's Signature: The person signing the time sheet needs to be a supervisor or other designated approver before submitting to payroll.

Authorized Signature: Preparer can not be the Authorized signature.

**Note:** If the hours that a part-time employee is consistently scheduled to work in a second department plus his/her scheduled hours in the home department totals 30 hours or more, the Timekeeper is responsible for notifying the department head to contact the appropriate Human Resources Office to discuss changing the employee's status to benefits eligible.

**To ensure timely payments to employees, you must have the time and attendance sheet at the appropriate office by the specified time.**

TIME AND ATTENDANCE SHEET

Susan is an administrative assistant in the Department of Modern Languages. She worked 30 hours in her home department where her regular rate of pay is \$25/hr.

In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
Initials		Initials		Initials		Initials		Initials		Initials		Initials	
Day Total 6		Day Total 6		Day Total 6		Day Total 6		Day Total 6		Day Total 6		Day Total 6	
Weekday		Weekend		Sick	Leave		Holiday		Vac	Pers	Total	Call	Meal \$
Day 30	Night	Day	Night		Sched	Unsched	Taken	Worked			30		

During that week, she also worked 20 hours in the Department on Philosophy for \$10/hr.

Cat	OT	Hours	Rate	Class Code	Cost Center
D		20	10.00		GX2300000

Susan is due overtime pay for ten hours. The rate of pay for her overtime is based on the weighted average hourly rate which is calculated as follows:

$$\frac{(\# \text{ hours worked in Job 1} \times \text{rate of pay}) + (\# \text{ hours worked in Job 2} \times \text{rate of pay})}{\# \text{ hours worked in job 1} + \# \text{ hours worked in job 2}}$$

In Susan=s case, this would work out as follows:

$$\frac{(30 \times \$25) + (20 \times \$10)}{30 + 20} = \frac{\$750 + \$200}{50} = \frac{\$950}{50} = \$19 \text{ per hour}$$

Susan=s overtime pay is based on the basic hourly rate of \$19 per hour. Overtime is paid at a rate of 1.5 times the basic hourly rate.

$$1.5 \times \$19 = \$28.50 \text{ per hour}$$

#### IMPACT ON THE PHILOSOPHY DEPARTMENT

The Philosophy Department may expect to pay the overtime rate of \$15 an hour (1.5 times the rate they are paying Susan). However, to comply with Federal wage regulations, overtime must be computed based on the weighted average hourly rate (\$19 in this case). The budgetary impact is significant: Instead of paying \$150 for overtime, they must pay \$285.