INSTRUCTIONS FOR CLASSIFIED HOURLY EMPLOYEE TIME SHEETS

1. A completed Classified Hourly Employee Time Sheet shall be submitted to your immediate supervisor at the end of the last day worked of the pay period on or before the 15th of each month. The Time Sheet must be complete as to all information requested and signed by the originator. Incomplete Time Sheets will be returned to the originator and payment of earned salary may be delayed one month.

2. Enter the Division or Area you work for in the Division/Area section. Your Supervisor will supply the information needed for the account number.

3. Enter the day of the week (Mon., Tues., etc.) and the hours worked in the appropriate column.

4. Regular Hourly Employees shall enter the appropriate absence code for each absence:

   S   Illness or injury
   SC  On the job injury
   E   Personal Necessity Leave
   B   Bereavement Leave
   V   Vacation
   H   Holiday
   FH  Floating Holiday

5. Total the hours worked. The Payroll Office will determine overtime hours.

6. After completion, sign the Time Sheet and submit it to you supervisor. Your supervisor will review, sign and forward your Time Sheet to the Payroll Office. Failure to submit this Time Sheet by the 15th of the month may result in payment being delayed until the following month.

7. You will receive your paycheck on the last work day of the month.