

COMMUNITY COLLEGES FLSA TIME SHEET INSTRUCTIONS

This form is to be maintained on a current basis for all employees who are subject to the overtime provisions of agreement negotiated with public employee unions and the Fair Labor Standards Act (FLSA).

1. Month/Year: Enter Month and Year
2. Employee Name: Print or type employee name
3. Day: Enter the applicable numeric calendar day for each day of the week in this column.
4. Actual Time Worked: Enter starting and ending time for all hours worked for each day in these columns.
Example: Start Stop Start Stop
 7:45 4:30
 9:00 11:00 2:30 4:30
5. Regular Hours Worked (R): Enter in column scheduled hours ACTUALLY worked each day. (should not exceed 8 hours per day). Example: 8.00
6. Total Hours Worked (D): Enter in column Total Actual Hours worked during the calendar day. Example: 10.00
7. Paid Leave: Enter if appropriate leave time taken in applicable column for vacation (V), sick leave (S), holiday (H).
8. Other Leave: Enter in column if appropriate, Alpha Code and hours taken for the following leave:

<u>Other Leave</u>	<u>Example</u>
Funeral (F)	F-8
Jury Duty (J)	J-2
Military (M)	M-8
Industrial Inj (I)	I-3
9. Administrative Time Off (A): Enter in column, hours taken as Administrative time off:
Example: Collective Bargaining
 Educational Meetings
 Time Off decreed by the Governor
 Treatment for Industrial Injury during regular working hours.
10. Leave Without Pay (L): Enter in column alpha code (if appropriate or notate type of specific leave to help explain entry) and yours taken as authorized and unauthorized LWOP.

<u>Authorized LWOP</u>	<u>Example</u>	<u>Remarks</u>
Personal Reasons	8	Personal
Family Leave	8	Family Leave
Sick	8	Sick Leave
<u>Unauthorized LWOP</u>	<u>Example</u>	<u>Remarks</u>
Suspension	8	Suspension
Strike	8	Strike

11. State Overtime (CTZ): In general state overtime equal to regular hours worked in excess of 8 hours per day or over 40 total hours worked per week which include paid leave, other paid leave, administrative time off and compensatory time. (Refer to applicable Collective Bargaining agreement Provision)
12. Compensatory Time Taken (T): Enter in column, the hours taken as compensatory time.
Example: 8.00
13. Remarks: Enter notations that will help explain your entries in the columns.
Example: 12 hours pay or comp time
14. Sub-Total: Enter total time for each column to determine FLSA overtime hours and account for all hours taken during each week.
15. Signature of Employee: Self-Explanatory
16. Signature of Supervisor: Self-Explanatory