

## Payroll Timesheet Instructions

Timesheets should be filled out accurately and monitored by supervisors. Actual hours worked must be provided to substantiate compensatory time and overtime. Time should be rounded to the nearest tenth of an hour using the following schedule.

.1 hours	=	1-6 minutes
.2 hours	=	7-12 minutes
.3 hours	=	13-18 minutes
.4 hours	=	19-24 minutes
.5 hours	=	25-30 minutes
.6 hours	=	31-36 minutes
.7 hours	=	37-42 minutes
.8 hours	=	43-48 minutes
.9 hours	=	49-54 minutes
1.0 hour	=	55-60 minutes

Leave taken should be noted on the appropriate date on the timesheet using the following leave codes:

A = Annual	M = Military
C = Compensatory	H = Holiday
S = Sick	B = Bereavement
LWOP = Leave without pay	Admin. = Administrative Close

Timesheets must be signed in ink. Originals should be forwarded to Payroll. Supervisors should retain the yellow copy. The pink copy is given to the employee.

On the next page is an example of how to correctly fill out a timesheet. It coincides with the example of filling out a *Request for Leave* form. Timekeepers are responsible for ensuring the accuracy of timesheets and leave forms.

For questions regarding timesheets or leave forms, call the Payroll Office at ext. 6527.

# PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

## PAYROLL TIME SHEET

To: Payroll Office

Month of October 2003

Payroll Record for Ima Example  
Name (Please print)

Social Security Number 111-11-1111

Workday Begin 8:00  AM  PM

Ends 4:30  AM  PM

FRI.	SAT.	SUN.	MON.	TUES.	WEDS.	THURS.	FRI.	TOTAL	S/T	O/T
					1 7.5	2 7.5	3 7.5	22.5		
			6 A	7 7.5	8 7.5	9 10	10 7.5	32.5	2.5	
			13 9.0	14 7.5	15 C 6.0	16 7.5	17 7.5	37.5	1.5	
			20 9.0	21 8.5	22 7.5	23 8.0	24 8.5	41.5	2.5	2.3
			27 7.5	28 7.5	29 7.5	30 7.5	31 S	30.0		
								164.0	6.5	2.3

**LEAVE CODES:** A = Annual, S = Sick, C = Comp. Time, M = Military, H = Hospitality, B = Bereavement, J = Jury Duty, O = Other

Pellissippi State workweek begins 4:31 p.m. Friday and ends 4:30 p.m. Friday. The above schedule has sufficient space to cover a full month of work. Weekly records of hours worked are required to be maintained under Federal Wage and Hour Law.

Signature of Employee Ima Example

Approved The Boss

Distribution: White Copy – Payroll Office    Yellow Copy – Supervisor    Pink Copy - Employee

**Note the following:**

- Oct. 6 – Annual Leave, absent the whole day
- Oct. 9 – 2.5 hours overtime
- Oct. 13 – 1.5 hours overtime
- Oct. 15 – Worked 6 hours, took 1.5 hours of Compensatory Time
- Oct. 20 – 1.5 hours overtime
- Oct. 21 – 1 hour overtime
- Oct. 23 – .5 hour overtime
- Oct. 24 – 1 hour overtime
- Oct. 31 – Sick Leave, absent the whole day
- Week 1 – Accrued 1.5 hours S/T (Straight Time) [> 37.5 hours up to 40.0 hours]
- Week 3 – Accrued 2.5 hours S/T and 2.3 O/T (Over Time) [>40.0 hrs. = time and a half]
- 164 = Total monthly hours
- (6.5 total hrs. S/T) + (2.3 total hrs. O/T) = 8.8 hrs. of comp. time accrued in October.