STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

1. Save a copy of the workbook on your computer for your use.

2. The Staff/Non-Exempt Administration Timesheet is an Excel-based file in a workbook format. A workbook is a collection of worksheets for every biweekly pay period in the current year. When you open the workbook (file), tabs will appear along the lower edge of the screen. Each tab corresponds to a specific biweekly pay period (e.g., 1_9_2020). Each tab identifies the pay period ending on the date of the tab. The tab labeled "1_9_2020" is for the timesheet of the pay period from December 27, 2019 to January 9, 2020. To scroll through the tabs, use the arrows on the lower left of the screen. To select a particular timesheet, place the cursor on the tab and click the mouse.

3. Scroll through the tab names at the bottom of the screen to select a particular timesheet. Place the cursor on the tab and click the mouse. When you open that timesheet, confirm that it is the sheet you meant to select by looking at the "Pay Period: ___ to: ___" dates on the upper right hand corner of the sheet.

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

4. The first time you use the timesheet, click on the tab for the correct pay period, then enter the identifying information at the top of the timesheet including:

   - Name
   - Employee ID #
   - Rec #
   - FTE
   - **Select Overtime: Staff Non-Exempt, Staff Exempt or Non-Exempt Administration**
   - Department
   - Department ID#
   - Select a "Y" or "N" for Sick Leave Pool membership status

   This information will be transferred to all of the timesheets in the workbook, so you will not need to enter this information again unless it changes during the year. Your supervisor can provide you any information you don't have.

5. The hours worked should be filled out at this time. Fill in your **"Daily Hours Worked"** through the end of the first work week, then add any **"Holiday"** hours earned.

UNIVERSITY OF SOUTH FLORIDA
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Staff/Non-Exempt Administration Timesheet

Name: _____0_____   Pay Period: 1/10/2020 to: 1/23/2020
                              PP#: 2015
Empl. ID: %00000 Rec#: 0 FTE: _____   Overtime: _____ Staff Non-Exempt _____

Department: _____0_____   Department ID: _____ 0-0000-000 _____

All overtime must be PRE-APPROVED by your immediate supervisor.   Sick Leave Pool Member: _____
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.   (Y/N)

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
							LEAVE TYPE USED										
FRI	01/10/20	8.00										8.00	8.00				
SAT	01/11/20																
SUN	01/12/20																
MON	01/13/20	8.00										8.00	8.00				
TUE	01/14/20	8.00										8.00	8.00				
WED	01/15/20	8.00										8.00	8.00				
THU	01/16/20	8.00										8.00	8.00				
TOTAL		40.00										40.00	40.00				
									Special/Regular Comp @ 1 for 1								
									Overtime Comp @1.5								

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
							LEAVE TYPE USED										
FRI	01/17/20	8.00										8.00	8.00				
SAT	01/18/20																
SUN	01/19/20																
MON	01/20/20						8.00					8.00	8.00				
TUE	01/21/20	8.00										8.00	8.00				
WED	01/22/20	8.00										8.00	8.00				
THU	01/23/20	8.00										8.00	8.00				
TOTAL		32.00					8.00					40.00	40.00				

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

If the total of your **"Daily Hours Worked"** plus **"Holiday"** hours is less then 40 hours, use the appropriate type of leave to bring your **"Total Daily Hours"** to 40 hours. Leave should be entered into the appropriate column as **"Annual"**, **"Sick"**, etc.

UNIVERSITY OF SOUTH FLORIDA — A PREEMINENT RESEARCH UNIVERSITY

Staff/Non-Exempt Administration Timesheet

Name: _____0_____

Empl. ID: ___%00000___ Rec#: ___0___ FTE: _____

Department: _____0_____

Pay Period: __1/10/2020__ to: __1/23/2020__
PP#: 2015
Overtime: _____Staff Non-Exempt_____

Department ID: _____0-0000-000_____

All overtime must be PRE-APPROVED by your immediate supervisor.
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.

Sick Leave Pool Member: _____ (Y / N)

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
							LEAVE TYPE USED										
FRI	01/10/20	8.00										8.00	8.00				
SAT	01/11/20																
SUN	01/12/20																
MON	01/13/20	8.00										8.00	8.00				
TUE	01/14/20	8.00										8.00	8.00				
WED	01/15/20	8.00										8.00	8.00				
THU	01/16/20	8.00										8.00	8.00				
TOTAL		40.00										40.00	40.00				

Special/Regular Comp @ 1 for 1
Overtime Comp @ 1.5

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
							LEAVE TYPE USED										
FRI	01/17/20	8.00										8.00	8.00				
SAT	01/18/20																
SUN	01/19/20																
MON	01/20/20						8.00					8.00	8.00				
TUE	01/21/20			8.00								8.00	8.00				
WED	01/22/20	8.00										8.00	8.00				
THU	01/23/20	8.00										8.00	8.00				
TOTAL		24.00		8.00			8.00					40.00	40.00				

6. You cannot enter numbers into the cells along the **"TOTAL"** row, the **"Total Daily Hours"** column, the **"Regular Pay Hours"** column and the **"Comp Time Earned"**. These are calculated automatically from the work hours, leave hours, comp time earned and overtime that are entered each day.

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

7. After you have finished entering the hours worked and the leave used for a week, notice that the figure for the TOTAL row in the **"Total Daily Hours"** reports the sum of all your work and leave time. Up to 40 hours of this time appears as regular pay hours and the rest as comp time earned. If you used leave, you cannot have more than 40 hours in the "**Total Daily Hours**" column.

   a. If you selected **"Exempt"** in the Overtime field, Excel will calculate comp time at one for one.

Name: _____0_____

Empl. ID: __%00000__ Rec#: __0__ FTE: _____

Department: _____0_____

Pay Period: __1/24/2020__ to: __2/6/2020__
PP#: 2016
Overtime: __Staff Exempt__
Department ID: __0-0000-000__

All overtime must be PRE-APPROVED by your immediate supervisor.
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.

Sick Leave Pool Member: _____ (Y / N)

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/24/20	9.00										9.00	9.00				
SAT	01/25/20																
SUN	01/26/20																
MON	01/27/20	8.00										8.00	8.00				
TUE	01/28/20	8.00										8.00	8.00				
WED	01/29/20	9.00										9.00	9.00				
THU	01/30/20	9.00										9.00	6.00	3.00			
TOTAL		43.00										43.00	40.00	3.00			
									Special/Regular Comp @ 1 for 1					3.00			
									Overtime Comp @ 1.5								

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/31/20	10.00										10.00	10.00				
SAT	02/01/20																
SUN	02/02/20																
MON	02/03/20	9.00										9.00	9.00				
TUE	02/04/20	9.00										9.00	9.00				
WED	02/05/20	8.00										8.00	8.00				
THU	02/06/20	8.00										8.00	4.00	4.00			
TOTAL		44.00										44.00	40.00	4.00			
									Special/Regular Comp @ 1 for 1					4.00			
									Overtime Comp @ 1.5								

Comp Time is automatically calculated

b. If you selected **"Staff Non-Exempt"** or "**Non-Exempt Administration**" in the Overtime field, Excel will automatically calculate the overtime comp time at 1.5. In order for comp time to be earned at time and one half (1.5) rate, an employee in a non-exempt status must actually work more than 40 hours in the workweek. For example, if you actually worked 43 hours in workweek 1, then you have earned comp time at the 1.5 rate resulting in 3 hours of **"Comp Time Earned"**. The **"TOTAL"** line under **"Comp Time Earned"** will be 3. The "Overtime Comp @ 1.5" line, will show 1.5 times this 3 hour total (4.5 hours). This is the amount of comp time actually earned.

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

Name: _____ 0 _____

Empl. ID: ___%00000 Rec#: ___0 FTE: _____

Department: _____ 0 _____

Pay Period: 1/24/2020 to: 2/6/2020
PP#: 2016
Overtime: **Staff Non-Exempt** ▾

Department ID: _____0-0000-000_____

Sick Leave Pool Member: _____ (Y / N)

All overtime must be PRE-APPROVED by your immediate supervisor.
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/24/20	9.00										9.00	9.00				
SAT	01/25/20																
SUN	01/26/20																
MON	01/27/20	8.00										8.00	8.00				
TUE	01/28/20	8.00										8.00	8.00				
WED	01/29/20	9.00										9.00	9.00				
THU	01/30/20	9.00										9.00	6.00	3.00			
TOTAL		43.00										43.00	40.00	3.00			
									Special/Regular Comp @ 1 for 1								
									Overtime Comp @ 1.5					4.50			

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/31/20	10.00										10.00	10.00				
SAT	02/01/20																
SUN	02/02/20																
MON	02/03/20	9.00										9.00	9.00				
TUE	02/04/20	9.00										9.00	9.00				
WED	02/05/20	8.00										8.00	8.00				
THU	02/06/20	8.00										8.00	4.00	4.00			
TOTAL		44.00										44.00	40.00	4.00			
									Special/Regular Comp @ 1 for 1								
									Overtime Comp @ 1.5					6.00			

c. If a holiday falls on one of your regularly scheduled days off or if you work as essential personnel during an emergency closing, please see your Attendance and Leave Coordinator about proper credit for comp time.

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

8. If you are a Non Exempt employee who has worked over 40 hours and your supervisor has approved the earning of overtime pay, then these hours may be paid overtime. If you actually worked 42 hours, then 2 hours should be entered into the **"Overtime Paid"** column on the last day worked. Entering the 2 hours of overtime paid will automatically adjust the comp time earned and the **"Regular Pay Hours"**.

Name: _____ 0 _____   Pay Period: _1/24/2020_ to: _2/6/2020_
                                                 PP#: 2016
Empl. ID: __%00000_ Rec#: __0_ FTE: _____   Overtime: Staff Non-Exempt

Department: _____ 0 _____   Department ID: _____0-0000-000_____

All overtime must be PRE-APPROVED by your immediate supervisor.   Sick Leave Pool Member: _____
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.   (Y / N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/24/20	9.00										9.00	9.00				
SAT	01/25/20																
SUN	01/26/20																
MON	01/27/20	9.00										9.00	9.00				
TUE	01/28/20	8.00										8.00	8.00				
WED	01/29/20	8.00										8.00	8.00				
THU	01/30/20	8.00										8.00	6.00		2.00		
TOTAL		42.00										42.00	40.00		2.00		

Special/Regular Comp @ 1 for 1
Overtime Comp @1.5

2 Hours of Overtime were Authorized for payment

Day	Date	Daily Hours Worked	LEAVE TYPE USED Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/31/20	10.00										10.00	10.00				
SAT	02/01/20																
SUN	02/02/20																
MON	02/03/20	10.00										10.00	10.00				
TUE	02/04/20	10.00										10.00	10.00				
WED	02/05/20	8.00										8.00	8.00				
THU	02/06/20	8.00										8.00	2.00	6.00			
TOTAL		46.00										46.00	40.00	6.00			

Special/Regular Comp @ 1 for 1
Overtime Comp @ 1.5   9.00

6 Hours of Overtime earned. No payment has been authorized. 9 Hours will be added in ALT to use at a later date

If you have any questions about how the formula assigns your comp time, please see your Attendance and Leave coordinator.

9. When you have completed the timesheet for a particular pay period, print that sheet. This sheet is then signed by the employee and the employee's supervisor. Employees working remotely are required to sign timesheets via DocuSign.

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

10. When an employee has been approved to use Emergency Paid Sick Leave (ESL) for 10 days (COVID-19) you will enter on the timesheet in the **"OTHER"** column the dates the employee has been approved. You will also enter in the **"OTHER"** box located at the bottom of the timesheet what type of leave the employee is using. ESL represents the type of leave used. The employee can only be on one type of "**OTHER**" defined leave at any given time.

UNIVERSITY OF SOUTH FLORIDA
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Staff/Non-Exempt Administration Timesheet

Name: _____0_____

Pay Period: 4/3/2020 to: 4/16/2020
PP#: 2021

Empl. ID: %00000 Rec#: 0 FTE: %

Overtime: Staff Non-Exempt

Department: _____0_____

Department ID: 0-0000-000

All overtime must be **PRE-APPROVED** by your immediate supervisor.

Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.

Sick Leave Pool Member: _____ (Y / N)

| Day | Date | Daily Hours Worked | LEAVE TYPE USED | | | | | | | | | Total Daily Hours | Reg. Pay Hours | Comp Time Earned | Overtime Paid | Tracking Workers' Comp | Tracking FMLA |
			Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other						
FRI	04/03/20										8.00	8.00	8.00				
SAT	04/04/20																
SUN	04/05/20																
MON	04/06/20										8.00	8.00	8.00				
TUE	04/07/20										8.00	8.00	8.00				
WED	04/08/20										8.00	8.00	8.00				
THU	04/09/20										8.00	8.00	8.00				
TOTAL											40.00	40.00	40.00				
									Special/Regular Comp @ 1 for 1							
									Overtime Comp @ 1.5							

| Day | Date | Daily Hours Worked | LEAVE TYPE USED | | | | | | | | | Total Daily Hours | Reg. Pay Hours | Comp Time Earned | Overtime Paid | Tracking Workers' Comp | Tracking FMLA |
			Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other						
FRI	04/10/20										8.00	8.00	8.00				
SAT	04/11/20																
SUN	04/12/20																
MON	04/13/20										8.00	8.00	8.00				
TUE	04/14/20										8.00	8.00	8.00				
WED	04/15/20										8.00	8.00	8.00				
THU	04/16/20										8.00	8.00	8.00				
TOTAL											40.00	40.00	40.00				
									Special/Regular Comp @ 1 for 1							
									Overtime Comp @ 1.5							

ADMIN LEAVE (Specify Type):
OTHER (Specify Type): ESL/EFMLA/DL: ESL- 4/3/20-4/16/20
Supplement LV (Specify Type):

Personal Holiday: _____ Floating Holiday: _____

Revised (4/1/2020)

STAFF/NON-EXEMPT ADMINISTRATION TIMESHEET INSTRUCTIONS

11. When an employee has been approved to use Emergency Paid Sick Leave (ESL), Emergency FMLA (EFMLA) along with supplement pay for 10 days (COVID-19) you will enter on the timesheet in the "**OTHER**" column the dates the employee has been approved. You will enter in the "**OTHER**" box located at the bottom of the timesheet what type of leave the employee is using. ESL (4/3/20-4/9/20) and EFMLA (4/10/20-4/16/20) represents the type of leave. You will enter in the "**SUPPLEMENT**" box located at the bottom of the timesheet what type of leave the employee is supplementing (SPC Comp: 4/3/20-4/16/20). **Do not enter hours in the column labeled Special Comp/Delayed Holiday.** Supplement leave will be used in the order of Special Comp, Overtime Comp, Sick and Annual leave. HR will enter the types of leave and supplement amount hours in ALT. The EFMLA leave will be entered on the "**TRACKING FMLA**" column.

UNIVERSITY OF SOUTH FLORIDA — Staff/Non-Exempt Administration Timesheet

Name: _____0_____
Empl. ID: ___%00000 Rec#:___0___ FTE:___%___
Department: _____0_____

Pay Period: __4/3/2020__ to: __4/16/2020__
PP#: 2021
Overtime: _____Staff Non-Exempt_____
Department ID: ____0-0000-000____

Sick Leave Pool Member: ____ (Y/N)

All overtime must be PRE-APPROVED by your immediate supervisor.
Note: Enter daily total hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up.

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	04/03/20										8.00	8.00	8.00				
SAT	04/04/20																
SUN	04/05/20																
MON	04/06/20										8.00	8.00	8.00				
TUE	04/07/20										8.00	8.00	8.00				
WED	04/08/20										8.00	8.00	8.00				
THU	04/09/20										8.00	8.00	8.00				
TOTAL											40.00	40.00	40.00				
Special/Regular Comp @ 1 for 1																	
Overtime Comp @1.5																	

Day	Date	Daily Hours Worked	Sick	Annual	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday (Staff ONLY)	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	04/10/20										8.00	8.00	8.00				8.00
SAT	04/11/20																
SUN	04/12/20																
MON	04/13/20										8.00	8.00	8.00				8.00
TUE	04/14/20										8.00	8.00	8.00				8.00
WED	04/15/20										8.00	8.00	8.00				8.00
THU	04/16/20										8.00	8.00	8.00				8.00
TOTAL											40.00	40.00	40.00				40.00
Special/Regular Comp @ 1 for 1																	
Overtime Comp @ 1.5																	

ADMIN LEAVE (Specify Type):
OTHER (Specify Type): ESL/EFMLA/DL: ESL- 4/3/20-4/9/20; EFMLA - 4/10/20-4/16/20
Supplement LV (Specify Type): SPEC Comp 4/3/20-4/16=26.60

Personal Holiday: _____ Floating Holiday: _____

12. Leave Coordinators will be copied on all approved request and must place a copy in the employee's leave file. Once you have been notified of the approval you can run the U_LEAVE_APPR_NOT_POST_BY_DEPT or U_LEAVE_POSTED_BY_DEPT to review ALT entries and to assist with preparing timesheets. Leave coordinators should not enter any leave entries in ALT. HR will enter all leave request and supplement leave in ALT.

13. <u>Definitions</u>

    ESL – Emergency Paid Sick Leave
    EFMLA – Emergency FMLA
    Supplement Leave – Employees electing to supplement their pay with USF leave balances up to 100% of their regular pay and hours.