

University of Pennsylvania
TIMESHEET
WEEKLY & HOURLY PAID STAFF

Name	
Title	
Department	Wharton Management
Pay Period Ending	
Scheduled Hours per Week	

To ensure compliance with departmental policies and federal and state law, non-exempt (weekly and hourly paid) staff members are required to receive prior approval from their supervisors to work in excess of their scheduled hours per day or in excess of 40 hours per workweek. All non-exempt staff will be paid premium overtime for actual hours worked beyond 40 hours per workweek. Working overtime without prior approval is considered to be in violation of the Overtime Compensation and/or Compensatory Time policy (Policy No: 302).

	Actual Hours Worked	Non-Worked Hours	Non-Worked Hours Code	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Totals				

Regular Hours (Regularly Scheduled Workweek)	
Straight-Time Overtime Hours	
Premium Overtime Hours (Actual hours worked over 40)	

Number of Straight-Time Overtime Hours to be Paid This Pay Period: _____
Number of Straight-Time Overtime Hours to be Taken as Compensatory Time-Off at a Later Date: _____

Note: Compensatory Time-Off may not be accrued in any week in which a staff member works in excess of 40 hours. All compensatory time off must be taken or paid within 3 months of the date earned.

Non-Worked Hours Codes:

- SCK = Sick**
- SCKM = Sick Family Member**
- VAC = (PTO - Paid Time Off)**
- JUR = Jury**
- HOL = Holiday**
- FNL = Funeral**
- COM = Compensatory Time**

Signatures:

Staff Member	Date	Supervisor	Date
--------------	------	------------	------

Timesheets are to be submitted to your supervisor for review every Thursday by 3:00 p.m.

Instructions for Completion of Timesheet:

1. Complete name, title, and department.
2. Complete date of ending pay period (pay periods begin on Monday and end on Sunday).
3. Complete Scheduled Hours per Week in accordance with your hiring status, i.e., 35 hours per week, 37½ hours per week or 40 hours per week.

Actual Hours Worked: This column indicates the number of hours you actually worked per day (exclusive of lunchtime).

Non-worked Hours: This column indicates the number of hours for which you are requesting pay from your leave accumulation (e.g., sick, paid time off, etc.).

Code: Use the appropriate coding to indicate the type of leave requested. Note: Final determination of available leave time is verified by the Personnel/Payroll system.

Totals: Total the columns down for Actual Hours Worked, Non-Worked Hours, and Total Hours per week. Total the rows across for Total Hours (Worked and Non-Worked) per day.

Signatures: Staff member’s signature attests to the accuracy of the hours submitted. Supervisor’s signature attests to accuracy of the reported hours worked.

Sample Situations:

- A. John is working on a project and determines that the project will take longer to complete than the scheduled workday and works an additional hour to complete the project.

Result: John is not in compliance with Overtime Policy. Although John was diligent in attempting to complete the project, prior authorization was not sought and received from the supervisor. If the supervisor is not available, another manager should be asked to authorize extended work hours. If no authorization can be obtained, no additional hours should be worked.

- B. Mary sees that a project may require more time to complete than anticipated. Mary discusses the time estimated to complete the project and receives prior authorization to work extended hours.

Result: Mary is in compliance with Overtime Policy.

SAMPLE TIMESHEET

	Actual Hours Worked	Non-Worked Hours	Non-Worked Hours Code	Total Hours
Monday	7			7
Tuesday	5	2	SCK	7
Wednesday	7			7
Thursday	10			10
Friday	0	7	PTO	7
Saturday				
Sunday				
Totals	29	9		38

Regular Hours (Standard work week)	35
Straight-Time Overtime Hours	3
Premium Overtime Hours (Actual hours worked over 40)	0