

# Non-Exempt Administrative/Professional & Semi-Monthly Civil Service Employee Time Recording Sheet

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Department (Organization): \_\_\_\_\_

Month of: \_\_\_\_\_

The **State Officials and Employees Ethics Act** requires that University employees periodically submit time sheets documenting the time spent each day on official business to the nearest quarter hour. This form must be completed by Administrative/Professional and exempt Civil Service staff for the sole purpose of complying with this Act.

Actual hours worked and any absences should be reported to the nearest quarter hour, and the daily total should be at least 7.5 hours for a full-time position. In addition, any time spent away from the University on official business should be reported as "University Business." Jury Duty, Bereavement and Military Leave should be reported as "Other Absence With Pay."

This time sheet should be completed by the staff member and approved by the immediate supervisor. Documentation pertaining to employee absences must be retained by the department for a minimum of three years.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
University Business																		
Vacation																		
Sick Leave																		
Holiday/Administrative Closure																		
Other Absence With Pay																		
Other Absence Without Pay																		
Overtime																		
Daily Total																		
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Total Hours	Monthly Total Days
University Business																		
Vacation																		
Sick Leave																		
Holiday/Administrative Closure																		
Other Absence With Pay																		
Other Absence Without Pay																		
Overtime																		
Daily Total																		

I certify that the above information is correct:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_