

INSTRUCTIONS FOR CLASSIFIED HOURLY EMPLOYEE TIME SHEETS

1. A Classified Hourly Employee may work no more than 25 hours in a week.
2. A completed Classified Hourly Employee Time Sheet shall be submitted to your immediate supervisor at the end of the last day worked of the pay period on or before the 15th of each month (unless otherwise noted by your supervisor). The Time Sheet must be completed as to all information requested and signed by the originator. Incompleted Time Sheets will be returned to the originator or supervisor and payment of earned salary may be delayed one (1) month.
3. Enter the Division or Area you work for after Division/Area. Your Supervisor will supply the information needed for the account number.
4. Enter the day of the week (Mon, Tues, etc.) and the hours worked in the appropriate column.
5. Regular Hourly Employees shall enter the appropriate absence code for each absence.

S	Illness or Injury
SC	On-the-Job Injury
E	Personal Necessity Leave
B	Bereavement Leave
V	Vacation
H	Holiday
FH	Floating Holiday
6. Total the hours worked. The Payroll Office will determine overtime hours.
7. After completion, sign the Time Sheet and submit it to your supervisor. Your supervisor will review, sign and forward your completed Time Sheet to the Payroll Office. Failure to submit this Time Sheet by the 15th of the month (unless otherwise noted by your supervisor) may result in payment being delayed until the following month.
8. Paychecks are issued on the last work day of the month.