Hourly Timesheet Instruction

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

2. The Hourly 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_09_2020). Each tab identifies the pay period ending on the date of the tab. The tab labeled "1_09_2020" is for the timesheet of the pay period from December 27, 2019 to January 09, 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. The timesheets in the workbook are now ready to be filled out. Select a particular sheet by scrolling through the tab names at the bottom of the screen and then clicking on the tab for a particular pay period. 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.

4. Enter the identifying information at the top of the timesheet including:

   ✓ Name
   ✓ Employee ID #
   ✓ Rec #
   ✓ Weekly authorized hours

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   ✓ Department
   ✓ Department ID#

The information that you fill out on the top will be transferred to all of the timesheets in the workbook, so you will not need to enter this information again unless your information changes during the year.

5.   DO NOT ENTER ANY NUMBERS into the cells along the **"Total Daily Hours"** column. These are calculated automatically from the "In" and "Out" times entered each day and the **"Weekly Authorized Hours"** entered at the top of the sheet.

6.   The "WORK TIME CALCULATOR" determines hours worked as follows:

   The Hourly Timesheet in Excel calculates total daily hours based on the "In" and "Out" times that are entered for each day. In order for this calculation to work properly, the time entries have two important features:

   A.   ***Format*** – The proper format for a time entry is XX:XX AM. For the purposes of this format, 8:00 am is "Eight, colon, zero, zero, space, am" <u>The space after the two zeros is a critical part of the entry.</u>

   B.   ***Rounding*** – The times entered into the "In" and "Out" columns should be rounded to the nearest quarter hour. For example, if you arrive at work at 7:59 am, this should be entered as 8:00 am. If you arrive at work at 8:07 am, this should be entered as 8:00 am. If you arrive at work at 8:08 am, this should be entered as 8:15 am "Eight, colon, one, five, space, am". Remember to round 7 minutes down and 8 minutes up.

7.   The Overage And Overtime Hours Calculator determines those hours as follows:

   The Hourly Timesheet in Excel automatically totals the daily hours worked into a weekly total. These work hours are then automatically assigned to "Regular Hours", "Overage hours", and "Overtime Hours" as appropriate. The "Weekly Authorized Hours" entered at the top of the sheet are used as the upper limit to "Regular Hours". Any hours worked in excess of the weekly authorized hours are assigned as "Overage Hours". These hours are not necessarily paid at time and one half. To get paid for time and one half, an employee must work over 40 hours in a workweek. Thus, an employee who is appointed for 35 hours, and works 42 hours, will have 7 "Overage Hours" on the timesheet. Five of these hours will be paid at straight time. Two hours are paid at time and one half, and this figure appears as "Overtime Hours".

8.   Printing And Signing The Timesheet

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

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9. Revised Timesheet Instructions for COVID-19

The Hourly timesheet has been revised to provide leave benefits for hourly employees due to COVID-19. This program is available to OPS and regular hourly employees only (e.g. salaried employees are excluded). The purpose of this program is to permit hourly employees to complete their essential, on campus duties without worrying about whether they will lose pay on a weekly basis by working on **staggered shifts** and following additional CDC guidelines.

On a temporary basis, the university will provide up to 80 hours of administrative leave for mission critical employees who are directed to physically report for work on a USF campus through April 30.

The timesheet below represents an employee with a .80 FTE that works 32 hours a week. Two additional columns have been added to the hourly timesheet. The **Emergency Paid Sick Leave (ESL)/Emergency FMLA (EFMLA)** and **Administrative Leave (Admin)**. The employee's work schedule is Friday through Wednesday, required to work 8-hour days. The employee works their normal 8-hour shift on Friday. Employee is placed on a staggered shift on Monday, working 3 hours and granted 5 hours of Admin leave. Employee has been approved for ESL on Tuesday and Wednesday.

If the employee has been approved for pay at 2/3 their hourly rate (Reasons #4, #5 or #6) do not enter the 2/3 rate on the timesheet. Enter the hours the employee normally works. Payroll will calculate and payout the correct amount of pay.

UNIVERSITY OF SOUTH FLORIDA
A PREEMINENT RESEARCH UNIVERSITY

Hourly Timesheet

Pay Period: 4/3/2020 to: 4/16/2020
PP#: 2021
Name: 0
Employee ID: %00000 Rec #: 0   Weekly Authorized Hours: 32.00
Department: 0   Dept. ID: 0-0000-000

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

| Day | Dates | Week Beginning: 04/03/20 | | | | Week Ending: 04/09/20 | | Total Daily Hours | Emergency Sick/ Emergency FMLA** | Admin |
| | | (Enter Times in XX:XX AM Format) | | | | | | | | |
		In	Out	In	Out	In	Out			
FRI	04/03/20	8:00 AM	12:00 PM	1:00 PM	5:00 PM			8.00		
SAT	04/04/20									
SUN	04/05/20									
MON	04/06/20	8:00 AM	11:00 AM					3.00		5
TUE									8	
WED	04/08/20								8	
THU	04/09/20									

*OVERAGE HOURS ARE THOSE OVER THE REGULAR (APPOINTMENT) HOURS. ONLY HOURS IN EXCESS OF 40 IN A WORKWEEK WILL BE COMPENSATED AT TIME AND HALF.

HOURLY TEMPORARY EMPLOYEES ARE PAID ONLY FOR ACTUAL TIME WORKED.

**For e-Sick/e-FMLA enter the average hours per day (weekly authorized hours divided by 5).

Total Hours Worked	11.00		
Regular Hours	11.00	16	5
Overage Hours (*See note)			
Overtime Hours (*See note)			
Total Hours Paid	32.00		

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10. 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.

11. <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.