

**College of Veterinary Medicine and Biomedical Sciences**  
**Time Reporting Procedure**  
**Effective 1-1-06**

**Time Sheet and Overtime Form**

A monthly time sheet is to be completed by each state classified employee who does not report hours on a time clock. *Employees deemed exempt from overtime will use this form for leave reporting purposes only.* Employee's will record the number of hours worked in each month as **Regular Hours**, or hours charged to Annual Leave, Sick Leave, Holiday, Administrative, Jury\*, Education, Bereavement\*\*, Injury, Maternity (to include FMLA), Military, Leave without Pay, or FMLA (Family Medical Leave), and Comp Taken. The timesheet will be completed by the employee and submitted monthly (one time sheet will be completed for each month) to his/her supervisor with an entry for total Regular Hours, total Overtime (or Compensatory Time) and Total Hours worked for all work days within each month. Hours charged to Sick or Annual Leave are entered in the appropriate columns, and hours charged to all other types of leave are entered into the Other column with the appropriate letter provided by the legend at the bottom of the leave form (i.e. 8F for 8 hrs of Funeral Leave). Employees will initial hours worked as indicated.

Monthly, the supervisor must verify entries are correct, initial the entries for the month, and route to the appropriate department administrator or office where permanent personnel records are kept. Supervisors who run a side-by-side electronic system should enter these hours into that system as well.

In the event of an employee's termination, the supervisor **MUST** ensure an employee complete the timesheet for the appropriate month in which they are terminating. The supervisor will verify the timesheet, sign and forward to the appropriate Department office for retention.

**\*Jury Leave**

Employees must provide their supervisor with a copy of the court summons which require the employee to participate in jury duty. The employee must also supply the supervisor with the appropriate jury duty form on the date of participation. Without these documents, Jury leave will not be granted, and Annual Leave will be charged for the period of time the employee is absent.

**\*\*Bereavement Leave**

Employees will submit a written request to their supervisor for funeral leave indicating the relationship to the deceased and the reason for the number of days requested. The supervisor will sign and date that request and submit to the appropriate Department office for retention. Rule 5-17 states: Bereavement leave provides up to 40 hrs of paid leave to permanent employees at the time of death of a family member. Bereavement leave cannot be used for settling an estate.