Biweekly Time Report for Nonexempt Employees

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

INSTRUCTIONS Calculations e-i below work correctly only for employees who are budgeted 100% time (40 hours per week). For more instructions, see pages 2 and 3.

1. Name		2. UIN	3. FLSA Code	4. Pin #	5. ADLOC

6. 1st Week of Pay Period Starting Date			7. 2nd Week of Pay Period Starting Date		
8. Week Day	a. Hours Worked (ex.4.25)	b. Coded Hours	Week Day	a. Hours Worked	b. Coded Hours
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
1st Week Totals	c.	d.	2nd Week Totals	c.	d.
e. To OT Comp. Bank x 1.5 =			e. To OT Comp. Bank x 1.5 =		
f. To Straight Comp. Bank			f. To Straight Comp. Bank		
g. Total Hours Paid	h. OT	i. ST	g. Total Hours Paid	h. OT	i. ST

I certify that the hours reported on this form are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.
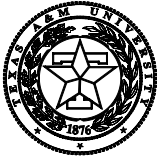
_____   _____   _____   _____
Employee Signature   Date   Supervisor Signature   Date

NEED HELP?
Payroll Services
Phone (979) 845-2711
payroll@tamu.edu

INSTRUCTIONS

Items 1-5: Enter information as it appears on the payroll document

Items 6-7: A payroll period is two weeks in length and always starts on a Thursday. Enter the date of the first Thursday of the payroll period in Item 6. Enter the date of the second Thursday of the payroll period in Item 7.

Item 8a: Hours worked. Record daily the number of hours actually worked, to the nearest quarter hour.

Item 8b: Coded Time. Record the hours not worked using one of the following codes: (Ex:8SS or 4OC)

- OC: Overtime Compensatory Time

- SC: Straight Compensatory Time

- H: Holiday

- V: Vacation (annual leave)

- SS: Sick Leave (for self)

- SR: Sick Leave (relative)

- M: Military Leave

- E: Emergency Leave

- L: Miscellaneous Leave (i.e. jury duty, fireman's leave)

- Place a "U" before the above codes for unpaid leave.

Item 8c: Total Hours Worked. Add the number of hours actually worked in this week.

Item 8d: Total Coded Hours. Add the number of hours of coded time in this week. (Do not add into this figure that time for which pay is not to be received, i.e., those codes preceded with a "U".)

Signatures

Employee's Signature. The employee's signature is optional.

Supervisor's Signature. Each time report must be signed by the employee's supervisor.

Calculations (for items e through i):

- If Item c **exceeds** 40, enter hours in excess of 40 in Item e (for tranfer to Overtime Compensatory Time Bank) **or** to Item h (overtime hours to be paid). Place value of Item d in Item f, except for hours coded "OC." The "OC" hours must be returned to the Overtime Compensatory Time Bank (do not multiply by 1.5). (See Item i for exceptions.)

- If Item c is **less than or equal to** 40, add value of Item c to Item d.

    o If result is **less than or equal to** 40, record hours in Items g and I and pay only those hours.

    o If result is **greater than** 40, enter 40 hours into Item i and pay 40 hours at straight time rate. Then review **excess** hours over 40 as follows:

        ▪ If Item d contains hours coded as "OC," those "OC" hours, up to the value of total excess hours, must be returned to the Overtime Compensatory Time Bank. *Note, these hours are not multiplied by 1.5 since they were converted when first placed into the Overtime Compensatory Time Bank.*

        ▪ All remaining excess hours should be posted to Item f (the Straight Compensatory Time Bank). (See Item i for exceptions.)

- **Note:** Overtime compensatory time is converted at the rate of 1.5 hours for every hour of overtime worked as it is posted to the Overtime Compensatory Time Bank. Straight compensatory time is on an hour for hour basis. Both kinds of compensatory time are to be taken within 12 months of the workweek in which the time was earned.

e. To Overtime Compensatory Time Bank. Entered here are those hours of overtime worked which are to be banked. Circle those hours being **returned** to the bank and do not muliply by 1.5.

f. To Straight Compensatory Time Bank. Entered here are the hours of compensatory time, other than overtime hours, which are to be banked.

g. Total Hours Paid. Reported here are the toal number of hours to be paid (includes straight time and overtime hours).

h. OT (Overtime). Reported here are the number of overtime hours to be paid.

i. ST (Straight Time). Entered here are the number of straight time hours to be paid. Note: agricultural workers and seamen on American vessels are exempt from the overtime provisions of FLSA. Any hours they work in excess of 40 in a workweek are paid at the straight time rate.

PLEASE NOTE: PLEASE SEE YOUR SYSTEM PART'S POLICY MANUAL ON FLSA OR CONTACT YOUR HUMAN RESOURCES OFFICE FOR RULES ON MAXIMUM AMOUNT OF OVERTIME TO BE BANKED, TREATMENT OF MULTIPLE EMPLOYMENT SITUATIONS, VOLUNTEER WORK AND OTHER QUESTIONS.