

Semi-Monthly TimesheetWestern Kentucky University Non-Exempt Employees

Report for Semi-Monthly Payroll Period Beginning January 16, 2016 and Ending January 31, 2016

Instructions: The Fair Labor Standards Act and the Commonwealth of Kentucky labor laws require that a record of hours worked on a weekly basis be maintained for all non-exempt employees. WKU employees who are paid semi-monthly are in this category. While semi-monthly employees are paid on the 15th and at the end of each month, time worked must be documented on a weekly basis. The official workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Department/Unit Heads are responsible for maintaining this record in departmental files on each covered employee for a period of three (3) years. These records may be checked for compliance at anytime by the Department of Human Resources or by the Internal Auditor. NOTE: This form is not used for official reporting of vacation and medical/sick leave. A separate form must be completed and forwarded to the Department of Human Resources.

- 1. **Daily Hours** Daily Hours of work should be recorded to the nearest quarter hour.
- 2. **Total Regular Hours** The total hours to be paid at the regular rate should include any paid vacation leave, medical/sick leave and official university holidays. "Regular" hours also include any time worked between 37.5 (which is the standard University workweek) and 40 hours during the official workweek.
- 3. **Total Overtime Hours** Overtime work is defined as those hours *actually worked* beyond 40 during an official workweek. By University policy, paid medical/sick leave and official holidays are to be considered (counted) for purposes of calculating any overtime due. Vacation leave is <u>not to be</u> included when determining any overtime due. For purposes of computing overtime, each workweek stands alone. Hours worked during two or more weeks may not be combined or averaged to determine any overtime due.
- 4. Compensatory Time Compensatory time is not allowed by either state law or University policy. All hours worked must be paid at either the regular or overtime rate as applicable.
- 5. **Overtime Rate** Any overtime is paid at the rate of one and one-half times the regular pay rate (calculated on an hourly basis).
- 6. **Overtime Payment** Any overtime due in a given week must be paid in the employee's **next paycheck** (15th or end of month) to the extent possible. In order to make an overtime payment or to pay for time between 37.5 and 40 hours, a Form 16 must be prepared and forwarded to the Payroll Office.

Employee Name	WKU ID	Department/Unit
For days not actually worked, enter the appropriate code as follows: V = Vacation Leave; S = Medical/Sick Leave; W = Leave		

	MON	TUE	WED	THU	FRI	SAT	SUN
N3						16	17
HOUR	18 Martin Luther King Day	19	20	21	22	23	24
	25	26	27	28	29	30	31

PAY	TOTALS			
WEEK	Reg Hours Hours		Hours over 40	
WEEK	up to 37.5	>37.5 up to 40		
Jan. 11 - 17				
		Report on Form 16	Report on Form 16	
Jan. 18 - 24				
		Report on Form 16	Report on Form 16	
Jan. 25 - 31				
		Report on Form 16	Report on Form 16	

l certify that this record is accurate and account the indicated period.	nts for my time during	I certify that the hours recorded and coded on this form are correct to the best of my knowledge and are in accordance with University policy.		
Employee Signature	Date	Supervisor Signature	Date	