

ANGELO STATE UNIVERSITY

MONTHLY TIME RECORD

1. Employee's Name _____ 2. Department Name _____
 3. CID Number _____ 4. Account Number _____
 5. Job Title _____ 6. Pay Period Beginning _____ and Ending _____
 7. Record in ink or ballpoint pen all time in hours and tenths. Six minutes is one tenth of an hour.

SEE ADDITIONAL INSTRUCTIONS ON NEXT PAGE.

a
Cumulative Equivalent Time From Previous Time Sheet

b
Cumulative Compensatory Time From Previous Time Sheet

c	d							e	f	g	h	i	j
Week Beginning Mo/Day/Yr	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Time For Week	Regular Time For Week	Equivalent Time For Week	Compensable Hours For Week	Multiply Compensable Hours Worked	Compensatory Time For Week
												x 1.5	

c	d							e	f	g	h	i	j
Week Beginning Mo/Day/Yr	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Time For Week	Regular Time For Week	Equivalent Time For Week	Compensable Hours For Week	Multiply Compensable Hours Worked	Compensatory Time For Week
												x 1.5	

c	d							e	f	g	h	i	j
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												x 1.5	

8. Regular Time Worked and Cumulative Time Due

Regular Time Worked For Pay Period	Cumulative Equivalent Time Due

Cumulative Compensatory Time Due

9. Rate of Pay (Students and Temporary/Casual ONLY)

Rate of Pay

10. APPROVED

I hereby certify that this time sheet is a true statement of the hours worked by this individual.

I certify that this is a correct account of the time worked.

_____ Date

_____ Date

INSTRUCTIONS

Each classified employee and each student employee will enter daily his/her time on this Monthly Time Record unless the employee's supervisor chooses to maintain this daily record. The following information should be included on the Monthly Time Record. Regular work week as applicable not to exceed 40 hours. The regular work week begins at 12:01 AM Monday and ends at 12:00 midnight Sunday.

Item 1 - Employee's name as shown on the social security card.

Item 2 - Name of the department in which the individual is employed.

Item 3 - Employee's campus id number(CID).

Item 4 - Account number of department in which the individual is employed.

Item 5 - Employee's title as shown in the University budget or on the individual's approved employment form.

Item 6 - Enter the beginning and ending dates for the payroll period which applies.

1. Classified University Employees:

Period begins 1st day of calendar month and ends on last day of month. Monthly Time Record must be turned in to the Human Resources Office on the First work day of the next payroll period.

2. Student Employees:

Period begins 1st day of calendar month and ends on last day of month. Monthly Time Record must be turned in to The Personnel Office on the first work day of the next payroll period. Work Study Students: Monthly Time Record must be turned in to the Financial Aid Office on the first work day of the next payroll period.

The wages for each employee will be determined by the rate of pay previously authorized on separate employment forms.

Item 7 - Record the actual time worked each day, including regular time and overtime, and indicate by code in hours and tenths any time absent or tardy. With approval from the department or administrative head, any absence or tardy time for which no paid coded time is available may be made up during the same week, however, if the time absent is not made up, the employee's pay will have to be adjusted accordingly

a. Enter the number of equivalent time hours carried forward from the previous time sheet.

b. Enter the number of compensatory time hours carried forward from the previous time sheet.

c. Enter the month, day and year for each week within the pay period. (The date shown is to be that of each Monday.)

d. Enter the actual number of hours worked, or the number of coded time hours used for each day of the pay period. Coded time is to be identified by the appropriate code letter from the list below:

A - Unpaid Absence (Including Tardiness)

L - Paid Emergency Leave

C - Compensatory Time Taken

M - Paid Military Leave

E - Equivalent Time Taken

S - Paid Sick Leave

H - Paid Holiday

V - Paid Vacation

Note: The daily total of coded time cannot exceed the regularly scheduled hours of work time.

e. Enter the total time for the week. (This is the sum of the actual hours worked plus all coded time except time coded A.)

f. Enter the number of hours which you were scheduled to work each week. This entry must not exceed 40 hours. For students, this entry should be the same as total hours, unless total hours for the week exceed 40. If total time for the week (item e) exceeds regular time for the week (item f), and total time for the week is over 40 hours, then you must make an entry in either item g or item h, based upon an examination of the recorded time. (See Overtime Provisions.)

g. Enter the number of equivalent time hours which were earned not taken during the week. Enter a negative figure if equivalent hours earned in a prior week were taken off during this week. (See Overtime Provisions for definition of equivalent time.)

h. Enter the number of compensable hours worked during the week, if applicable. (See Overtime Provisions for definition of compensatory time.)

i. Multiply the number of compensable hours earned for the week by 1.5 to convert them to compensatory time.

j. Enter the result of step i here. If compensatory time was taken during the week, enter a negative figure recording those hours in this block.

Item 8 - Enter Rate of pay for hourly employees. (Students and temporary/casual ONLY)

Item 9 - These three totals represent the sum of any cumulative time from previous months, plus any hours earned during the current pay period, less any hours taken off during the current pay period.

Item 10 - This section is to be signed by the employee, dated at the end of the pay period, and submitted for approval to the head of the department who will then send the time record to the appropriate office as designated in Item 7 above.

OVERTIME PROVISIONS

Compensatory Time:

When an employee is required to work more than 40 hours in a week, excluding paid holiday hours, paid sick leave, paid vacation, or other leave time, that employee shall be entitled to receive compensatory time off at the rate of one and one-half hour for each compensable hour worked over 40 hours. The employee may carry forward any unused compensatory time balance into subsequent pay periods, but shall take off accumulated compensatory time at the earliest practical time, with the approval of his/her department head.

Equivalent Time:

When the total hours worked plus any coded paid leave hours exceed 40 hours in any week, the employee shall receive equivalent time off at the rate of one hour for each hour recorded in excess of 40 hours. The employee may carry forward any unused equivalent time balance into subsequent pay periods, but such balances must be used within twelve months from the date they were earned, or they will be lost.