

Instructions for NC State University Time Record

Completion of the [NC State University Time Record](#) is required for the following employees:

- All Non-Exempt (under the Fair Labor Standards Act (FLSA)) employees
- All SPA employees subject and exempt from overtime who earn additional/supplemental pay that month

1. Complete the following indicative information:

- a. **Number of Hours Worked per Week:** Enter the number of hours for your standard work week (*this is critical for the electronic time sheet formulas to function properly; this is not required on a manual timesheet*)
- b. **Year and Month of the Timesheet:** Enter the full Year (yyyy) and Month of the time period you are documenting (*the electronic time sheet will auto-populate the Pay Period Begin and End Date fields referenced in 'j' below; this is not required on a manual timesheet*)
- c. **Last Name:** *As indicated on your Social Security card*
- d. **First Name:** *As indicated on your Social Security card (no nicknames)*
- e. **Employee ID #:** *See your [online pay advice](#) if unknown or call your Departmental Personnel Representative*
- f. **Department Name & Number:** *See your [online pay advice](#) if unknown or call your Departmental Personnel Representative*
- g. **Supplemental/Dual Employment:** *Please check the 'Yes' box if you are employed by another department within the University or if you are employed by another North Carolina State Agency*
- h. **SPA/EPA:** *Please check either Subject to the Personnel Act (SPA) or Exempt from the Personnel Act (EPA)*
- i. **FLSA Non-Exempt/Exempt:** *Please check either Non-Exempt from the Fair Labor Standards Act or Exempt from the from the Fair Labor Standards Act. If unsure, please call your Departmental Personnel Representative or reference the [FLSA Status](#) website.*
- j. **Pay Period:** *If using the electronic timesheet, enter the **month** and **year** in the top right corner of the form so that the pay period dates will appear. On a paper copy of the time record, enter the pay period begin date and end date by referencing the [Timesheet Inclusive Date Schedule](#).*

2. Hours Worked:

- a. Enter the total number of hours actually worked each day rounded to the nearest quarter hour. *Do not include lunch periods, holidays, vacation, sick leave, or any other time away from work. If you are required to complete In/Out times (see section b., below), the electronic timesheet will calculate and enter your hours for each day. The electronic timesheet will also sum the "Total Worked" for the week. On a paper copy, add and enter the total hours worked for each week in the "Total Worked" boxes.*
- b. **Daily Hourly Record (IN/OUT)** *see bottom half of timesheet:* *Optional. If your supervisor requires completion, then enter the time you arrive, lunch in/out times, and the time you depart. Completing the IN/OUT times on the electronic time record will automatically calculate the number of hours worked each day.*

3. Leave Used:

- a. Enter the number of hours away from work for each type of leave taken rounded to the nearest quarter hour: *The "Other" box can be used to record military, civil or leave without pay (LWOP), as needed.*
- b. **'Total Hours':** *The electronic timesheet will sum the "Total Worked" column and the "Leave Used" hours to determine the total hours for the week. Add and enter the "Total Hours" manually on a paper copy.*

4. Compensatory (Comp) Time Earned:

- a. **'Hours Worked > 40':** *If the 'Total Worked' column is greater than 40 hours then enter in the hours that were worked in excess of 40 hours under this column. If using the electronic time record these fields will automatically populate based on the Hours Worked and Leave Used entries.*

- b. **'Extra Time'**: If the 'Total Worked' column is less than 40 but the 'Total Hours' is greater than 40 then enter in the hours that were earned in excess of 40 hours under this column. If using the electronic time record these fields will automatically populate based on the Hours Worked and Leave Used entries.

Examples (for manual timesheet):

Week 1: If Total Worked = 43, then enter 3 in the "Hours Worked > 40" column.

Week 2: If Total Worked = 35 (8 Hours Holiday Leave) then enter 3 in the "Extra Time" column.

Week 3: If Total Worked = 20 (16 Hours Sick Leave + 8 Hours Holiday Leave) then enter 4 in the "Extra Time" column. Alternatively, enter only 12 hours for sick and 0 for extra time.

5. Additional Hours to be Paid (exempt or non-exempt under FLSA):

- a. **030 Overtime**: If Overtime is paid by the department to non-exempt employees and not awarded as Compensatory Time in the web leave system, then enter in the total hours that were worked in excess of 40 under this column. **Do not** multiply hours worked over 40 by 1.5. It is automatically calculated once inputted into the Payroll system.
- b. **130 Extra Time**: If Extra Time is paid to non-exempt employees by the department and not awarded as time in the web leave system then enter in the total hours that were recorded in excess of 40 under this column.
- c. **040 Shift Time**: If a non-exempt employee works a regular 2nd or 3rd shift then enter the total hours that the employee worked on a 2nd or 3rd shift. If the entire week was worked on a 2nd or 3rd shift then enter 40 under this column. This is in addition to entering the hours worked each day under the 'Hours Worked' columns.
- d. **033 Shift Prem OT**: If a non-exempt employee works a regular 2nd or 3rd shift and accrues overtime while working the shift then enter in the total hours worked greater than 40 under this column.
- e. **155 Holiday Pay**: If an employee, exempt or non-exempt, is required by their supervisor to work on a University designated holiday, then enter total hours worked on the holiday under this column.
- f. **080 On Call Pay**: If a non-exempt employee is designated by his/her manager to be "on-call" for a period of time then the total hours that the employee was in "on-call" status are entered in this column. Any hours worked (employee responds to a work related call) during the on-call period should not be included in this column, but rather under the hours worked column.

6. Comp Time Balances: Reconcile your web-leave balances each month. These leave types are officially monitored via the [University Web Based Leave](#) application. There is no University requirement that these boxes be completed. Individual departments may set their own policy regarding completion of these boxes. The fields indicated below with an "*" will auto-populate in the electronic timesheet.

- a. **'Comp Balance from Last Month'**: This is your web-leave balance as of last month.
- b. **'Overtime Earned this Month (x1.5)'***: Ensure that any hours worked over 40 are multiplied by 1.5 prior to entering them into the web-leave system.
- c. **'Extra Time Earned this Month'***: If the extra hours worked were not part of overtime earnings then the total hours should not be multiplied by 1.5. Extra time is earned on an hour for hour basis.
- d. **'Total Comp Available'***: Add your last month's balance plus any overtime and extra time earned from the current month.
- e. **'Comp Used this Month'***: Enter any comp time that has been used this month. Please note that comp time must be used prior to vacation and bonus leave, and optional to use before sick leave.
- f. **'Comp Paid Out this Month'**: Enter in any comp time that must be paid out this month due to aging (older than 12 months) or over accumulation (more than 240 hours). Please note that the web-leave system will notify you when any comp time needs to be paid out.
- g. **'Ending Balance'***: Take the total from the 'Total Comp Available' column and subtract out any comp time used this month and any comp paid out this month to determine your ending balance.

- 7. Accumulative Leave Totals:** *Reconcile your leave accumulation and use each month. These leave types are officially monitored via the University Web Based Leave application. There is no University requirement that these boxes be completed. Individual departments may set their own policy regarding completion of these boxes.*
- 8. Adverse Weather:** *Used to record and track any hours missed and made up due to adverse weather.*
- 9. Required Signatures:** *Both the employee and the supervisor must sign/approve the time record. It is the Supervisor's responsibility to verify the hours and calculations prior to signing the time sheet.*
- 10. Record Retention:** *Retain the time record for five years from the pay period end date, even if the employee separates from NC State University. All time records are subject to on-site audit by internal auditors at any time.*