

## **TIMESHEETS – Helpful Hints**

### All Timesheets

- Submit on time
- Blue or black ink only
- Employee and supervisor signatures
- All corrections initialed by both employee and supervisor (NO WHITEOUT)
- Total hours across and down

### Non-Exempt Timesheets

- Actual hours worked are recorded daily.
- Overtime recorded only after 40 worked hours (excluding call-out time).
- Leave hours recorded and coded correctly
- ECLS listed for each line with recorded hours
- Do record accounting information for all work time (including overtime, shift differentials, Call-Out)
- Do not record accounting information (fund/org...) for leave hours

### Exempt Timesheets

- Do not record leave *and* check/initial no leave taken box
- Do not record holiday leave

### Commonly Used Leave Earnings Codes:

300	Overtime
320	Shift Differential
325	Shift Differential w/Overtime
350	Call Out
400	Holiday Leave
410	Holiday Premium (used only when working on actual holiday)
420	Personal Holiday Leave (only available for non-exempt employees)
440	Jury Duty
500	Annual Leave
515	Annual Leave Cash Out
550	Sick Leave
651	Leave w/o Pay

### Commonly Used ECLS Codes:

NR	Non-Exempt, Regular
NT	Non-Exempt, Temporary
XR	Exempt, Regular
SN	Student, Non-taxable
ST	Student, Taxable