



Seminole Community College

EMPLOYEE TIME SHEET

Employee Name: _____ Employee ID #: _____

Day	Date	Time In	Time Out	Time In	Time Out	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total:						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total:						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total:						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total:						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Total:						

Department # _____

GL Code # _____

Account # _____

Select Time Reporting Code:

- Temporary Part-time – TPT
- Regular Part-time – REG
- Student Aide – STU
- College Workstudy – CWS
- Overtime (Full-time)*
- Compensatory Time Earned – CME
- Compensatory Time Used – CMU

***Note:**
Submit Overtime hours to Payroll Services

MONTH/YEAR _____

Employee Signature

Date _____

TOTAL HOURS: _____

I certify this information is correct:

Supervisor Signature

Date _____

Time Sheet Purpose:

- For temporary and regular-time hourly employees to report their monthly hours worked to their department.
- For full-time employees who are assigned to non-exempt positions to report overtime hours worked and compensatory time in excess of 37.5 hours worked in a workweek to their supervisor.
- For full-time employees to report hours worked for special projects during a specified period.

Work Week / Day

The official college workweek begins Sunday, 12:01 A.M. and ends midnight the following Saturday.

The official workday is 7.5 hours unless the College is on the Board-approved summer condensed workweek schedule.

Overtime Compensation

Full-time employees assigned to positions which are non-exempt under the provisions of the Fair Labor Standards Act may receive overtime compensation or compensatory time for all hours worked in excess of 37.5 hours in a workweek.

Non-exempt employees who work overtime in position classifications other than the one they currently occupy shall be paid at a salary rate within the pay grade for that position classification. The overtime premium will be a weighted average calculation of the employee's regular position classification salary rate and the temporary assigned position classification salary rate.

Overtime compensation shall be paid in accordance with the following:

1. The President or Vice President must authorize overtime in writing, prior to the work being performed.
2. Overtime compensation shall be paid at the rate of one and one-half times the regular hourly rate for hours worked in excess of 37.5 hours in a workweek. A weighted average formula will be used to calculate the regular hourly rate when work is performed in more than one position classification during the established workweek.
3. Hours worked during paid non-duty days and holidays designated in the College calendar shall be paid at an additional one times the regular hourly rate. The hourly rate is determined by dividing the employee's base annual salary by 260 days and dividing the resulting quotient by 7.5 hours.

Hours worked will not exceed 37.5 hours during a paid non-duty and holiday workweek.

4. Leave time is not considered worked hours in the calculation of overtime compensation.

Compensatory Time

Compensatory time may be awarded in lieu of compensation in accordance with the following:

1. The President or Vice President or their designee must authorize compensatory time in writing, prior to the work being performed.
2. The employee may elect overtime pay instead of earning compensatory time.
3. Compensatory time shall be earned at the rate of one and one-half hours in each hour worked in excess of 37.5 hours in a workweek.
4. One hour of compensatory time will be given for each hour worked during paid non-duty days and holidays designated in the College calendar.
5. No more than 75 hours of compensatory time may be accumulated at one time.
6. Accrued compensatory time must be taken within a 90-day period. Use of compensatory time should be exhausted prior to use of paid vacation or personal leave and must be approved in advance.
7. The employee's supervisor shall keep a written, audible record of the compensatory time earned and taken for their employee.

Distribution of Form

White - Retain in Department. If Overtime hours submit to Payroll Services.

Yellow - Retain in the department.

Pink - Return to employee.