UNDERSTANDING YOUR TIME SHEET:
Balancing Each Week and the Month

	DATE	DAY	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	SL		AL	CTU	HOL	Other	
WEEK ONE	12/31	SA											0:00							
	1/1	SU											0:00							
	1/2	M											0:00					8.00		
	1/3	T	8:10 A	1:05 P	1:32 P	5:05 P							8:28							
	1/4	W	8:03 A	1:16 P									5:13			3.00				
	1/5	R	7:55 A	12:00 P	1:00 P	5:10 P							8:15							
	1/6	F	1:50 P	4:50 P									3:00						4.00	A
		Hours to be Paid:		40.00			Rounded Total:		25.00		Weekly Totals:		24:56	0.00		3.00	0.00	8.00	4.00	

Week 1, the University was closed for the New Year's Holiday on January 2, 2017, so 8 hours is shown in the HOL column. The University was also closed for 4 hours on Friday, January 6, 2017 with 4.00 hours input in the Other column with an "A" (administrative leave) in the square to the right of the Other column. The hours worked is 25.00 (rounded total) + 8.00 (HOL) + 4.00 (Other) that totals 37.00 hours. To reach the 40 hours work week the employee only needs 3.00 hours of leave, shown in AL on January 4, 2017. To balance this week take the 40.00 hours to be paid on the left side of the red line and subtract totals on the right side of the red line: 40.00 – (25.00 + 3.00 + 8.00 + 4.00) = 0.00, balanced.

	DATE	DAY	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	SL		AL	CTU	HOL	Other	
WEEK TWO	1/7	SA											0:00							
	1/8	SU											0:00							
	1/9	M	8:03 A	5:00 P									8:57							
	1/10	T	8:05 A	12:15 P	12:55 P	4:12 P							7:27							
	1/11	W	8:04 A	11:40 A	12:27 P	5:55 P							9:04							
	1/12	R											0:00			6.50 8.00				
	1/13	F											0:00			6.50			8.00	A
		Hours to be Paid:		40.00			Rounded Total:		25.50		Weekly Totals:		25:28	0.00		8.00	0.00	0.00	8.00	

Week 2, the University was closed due to inclement weather on January 13th, so 8.00 is input under the Other column and notated with an "A" (administrative leave) in the square to the right of the Other column. The employee worked 25.50 (rounded total) + 8.00 (Other) on the 13th; totaling 33.50 hours. So the employee only needs 6.50 hours of leave to reach a 40 hour work week. To balance this week you would take 40.00 – (25.50 + 6.50 + 8.00) = 0.

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	DATE	DAY	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	SL		AL	CTU	HOL	Other
WEEK THREE	1/14	SA											0:00						
	1/15	SU											0:00						
	1/16	M											0:00					8.00	
	1/17	T	1:55 P	7:22 P									5:27						
	1/18	W	8:07 A	1:22 P	2:54 P	6:21 P							8:42						
	1/19	R	8:10 A	5:07 P									8:57						
	1/20	F	8:07 A	5:14 P									9:07						
		Hours to be Paid:		40.00					32.25		Weekly Totals:		32:13	0.00		0.00	0.00	8.00	0.00

Week 3 has a Holiday on January 16th shown under the HOL column. The employee worked 32.25 (rounded total) plus 8.00 (HOL) totaling 40.25. The employee would accrue .25 straight time that can be written in the left hand margin. The accrual is straight time because the employee did not physically work over 40 hours. To balance this week take the totals on the left side of the red line; hours to be paid 40.00 + accrual .25 = 40.25 and subtract the totals on the right of the red line; 32.25 + 8.00 = 40.25.

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	SL	AL	CTU	HOL	Other
1/21	SA											0:00					
1/22	SU											0:00					
1/23	M	8:07 A	12:30 P	12:55 P	5:00 P							8:28					
1/24	T	8:03 A	5:30 P									9:27					
1/25	W	7:30 A	9:45 A									2:15	3.00				
1/26	R	7:35 A	11:05 A	11:35 A	4:00 P							7:55					
1/27	F	8:05 A	5:00 P									8:55					
		Hours to be Paid:	40.00			Rounded Total:	37.00			Weekly Totals:		37:00	3.00	0.00	0.00	0.00	0.00

(WEEK FOUR)

Week 4 shows the employee worked 37.00 hours and needs only 3.00 hours to reach the 40.00 hour work week. Balance this week: 40 hours – (37.00 + 3.00) = 0.00.

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL	SL	AL	CTU	HOL	Other
1/28	SA											0:00					
1/29	SU											0:00					
1/30	M	7:25 A	3:54 P									8:29					
1/31	T	7:35 A	3:00 P									7:25					
2/1	W											0:00					
2/2	R											0:00					
2/3	F											0:00					
		Hours to be Paid:	16.00			Rounded Total:	16.00			Weekly Totals:		15:54	0.00	0.00	0.00	0.00	0.00

(WEEK FIVE)

Week 5 shows 16 hours worked and 16 hours to be paid. 16.00 – 16.00 = 0.00. Week five also shows a good example of a split 7-day period. To begin the next month, an employee will need to look back at these hours worked and paid to balance week one of the next month; combining hours for a full 40 hour work week.

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	Hours to be Paid:			Rounded Total:	0.00	Weekly Totals:	00:00	0.00	0.00	0.00	0.00	0.00
	Total Hours to be Paid:	176.00		Total Hours Worked Rounded:	135.75			SL	AL	CTU	HOL	Other
								3.00	9.50	0.00	16.00	12.00

Time sheet totals for the month.

Totals on the left side on the red line: Total hours to be paid 176.00 + Total Comp Time Accrued .25 = 176.25 – Totals on the right side of the red line: sum of (Total Hours Worked Rounded 135.75, SL 3.00 , AL 9.50, HOL 16.00 and Other 12.00) 176.25.

By my signature, I attest that I have accurately recorded all hours during this pay period and have no conflicting record of time worked.

Signature of Supervisor:

Signature of employee as well as supervisors are required and the original document turned into Human Resources.