

Support Staff (Non-exempt) Timesheet Responsibilities:

- Complete by printing in blue or black ink. Complete a separate timesheet for each job:|
 - a. Name
 - b. Employee Number
 - c. Job Description & Location
 - d. Week Of (September 2 - 8)
 - e. Lunch Minutes & Hours Per Day
 - f. Days Per Week (total of contract days your are expected to work for the week)
 - g. Account Code (complete only if exception pay it\\$ for work other than your normal contract job)
 - h. Hourly Rate of Pay (if different from your normal contract hourly pay)
- Each day:
 - a. Record the date (mm/dd/yr.) next to the appropriate day of the week.
 - b. Record your **EXACT** time in (when you begin your work for the day).
 - c. Record your **EXACT** time out when you are breaking for lunch (if applicable/minimum 20 minutes) or at the end of the day when you have completed your work for the day. Use additional in/out times as needed. Any hours worked above the scheduled hours **MUST** be pre-approved by your supervisor.
 - d. **If you are absent**, please record an absence code in the **ABSENCE CODE** column, the exact beginning and ending time of your absence and any comments that will assist the approver. If your absence is for a professional meeting, include lunch **ONLY** if you are required to work through lunch and do not have a duty free lunch time.
- At the end of the week (usually on Friday), give your signed and dated timesheet to the time keeper in your building.
- **Approved Exception Time will be paid according to the following calendar. PAY CALENDAR IS SUBJECT TO CHANGE.**

<u>Week Of</u>	<u>Paid On</u> <i>(Semi-monthly)</i>	<u>Week Of</u>	<u>Paid On</u> <i>(Semi-monthly)</i>	<u>Week Of</u>	<u>Paid On</u> <i>(Semi-monthly)</i>	<u>Week Of</u>	<u>Paid On</u> <i>(Semi-monthly)</i>
Jun 13 - 19	7/15/2021	Sep 26 - Oct 2	10/28/2021	Jan 9 - 15	1/28/2022	Apr 24 - 30	5/13/2022
Jun 20 - 26	7/15/2021	Oct 3 - 9	10/28/2021	Jan 16 - 22	2/15/2022	May 1 - 7	5/27/2022
Jun 27 - Jul 3	7/28/2021	Oct 10 - 16	11/15/2021	Jan 23 - 29	2/15/2022	May 8 - 14	5/27/2022
Jul 4 - 10	7/28/2021	Oct 17 - 23	11/15/2021	Jan 30 - Feb 5	2/28/2022	May 15 - 21	6/15/2022
Jul 11 - 17	8/13/2021	Oct 24 - 30	11/26/2021	Feb 6 - 12	2/28/2022	May 22 - 28	6/15/2022
Jul 18 - 24	8/13/2021	Oct 31 - Nov 6	11/26/2021	Feb 13 - 19	3/15/2022	May 29 - Jun 4	6/28/2022
Jul 25 - 31	8/27/2021	Nov 7 - 13	12/15/2021	Feb 20 - 26	3/15/2022	Jun 5 - 11	6/28/2022
Aug 1 - 7	8/27/2021	Nov 14 - 20	12/15/2021	Feb 27 - Mar 5	3/28/2022	Jun 12 - 18	7/15/2022
Aug 8 - 14	9/15/2021	Nov 21 - 27	12/15/2021	Mar 6 - 12	3/28/2022	Jun 19 - 25	7/15/2022
Aug 15 - 21	9/15/2021	Nov 28 - Dec 4	12/28/2021	Mar 13 - 19	4/15/2022	Jun 26 - Jul 2	7/28/2022
Aug 22 - 28	9/15/2021	Dec 5 - 11	12/28/2021	Mar 20 - 26	4/15/2022	Jul 3 - 9	7/28/2022
Aug 29 - Sep 4	9/28/2021	Dec 12 - 18	1/14/2022	Mar 27 - Apr 2	4/15/2022	Jul 10 - 16	8/15/2022
Sep 5 - 11	9/28/2021	Dec 19 - 25	1/14/2022	Apr 3 - 9	4/28/2022	Jul 17 - 23	8/15/2022
Sep 12 - 18	10/15/2021	Dec 26 - Jan 1	1/14/2022	Apr 10 - 16	4/28/2022	Jul 24 - 30	8/26/2022
Sep 19 - 25	10/15/2021	Jan 2 - 8	1/28/2022	Apr 17 - 23	5/13/2022	Jul 31 - Aug 6	8/26/2022