



Semi-Monthly Timesheet
Western Kentucky University
Non-Exempt Employees

Report for Semi-Monthly Payroll Period
Beginning January 1, 2018
and Ending January 15, 2018

Instructions: The Fair Labor Standards Act and the Commonwealth of Kentucky labor laws require that a record of hours worked on a weekly basis be maintained for all non-exempt employees. While semi-monthly employees are paid on the 15th and at the end of each month, time worked must be documented on a weekly basis. The official workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Department/Unit Heads are responsible for maintaining this record in **departmental files** on each covered employee for a period of **three (3) years**. These records may be checked for compliance at anytime by the Department of Human Resources or by the Internal Auditor. **NOTE:** This form is not used for official reporting of vacation and medical/sick leave. A separate form must be completed and forwarded to the Department of Human Resources.

1. **Daily Hours** – Daily Hours of work should be recorded to the nearest quarter hour.
2. **Total Regular Hours** – The total hours to be paid at the regular rate should include any paid vacation leave, medical/sick leave and official university holidays. “Regular” hours also include any time worked between 37.5 (which is the standard University workweek) and 40 hours during the official workweek.
3. **Total Overtime Hours** – Overtime work is defined as those hours **actually worked** beyond 40 during an official workweek. For purposes of computing overtime, each workweek stands alone. Hours worked during two or more weeks may not be combined or averaged to determine any overtime due.
4. **Compensatory Time** - Compensatory time is not allowed by either state law or University policy. All hours worked must be paid at either the regular or overtime rate as applicable.
5. **Overtime Rate** – Any overtime is paid at the rate of one and one-half times the regular pay rate (calculated on an hourly basis).
6. **Overtime Payment** – Any overtime due in a given week must be paid in the employee’s **next paycheck** (15th or end of month) to the extent possible. In order to make an overtime payment or to pay for time between 37.5 and 40 hours, a Form 16 must be prepared and forwarded to the Payroll Office.
7. **Teaching Supplement** – Any time worked in teaching a course should be recorded in daily hours of work AND a Teaching Supplement timesheet must be prepared and approved by Academic Affairs. This includes any work corresponding with planning, grading, meeting with students, and teaching the course. This time should be notated with a “T”.

Employee Name _____ WKU ID _____ Department/Unit _____

For days not actually worked, enter the appropriate code as follows:

V = Vacation Leave; S = Medical/Sick Leave; W = Leave without pay; H = Holiday

	MON	TUE	WED	THU	FRI	SAT	SUN
HOURS	1 New Year's Day	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15 Martin Luther King, Jr. Day						

PAY WEEK	TOTALS		
	Reg. Hours up to 37.5	Hours >37.5 up to 40	Hours over 40
Jan. 1 - 7		Report on Form 16	Report on Form 16
Jan. 8 -14		Report on Form 16	Report on Form 16

I certify that this record is accurate and accounts for my time during the indicated period.

I certify that the hours recorded and coded on this form are correct to the best of my knowledge and are in accordance with University policy.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____