



Biweekly Timesheet
Western Kentucky University
Non-Exempt Employees

Report for Biweekly Payroll Period
Beginning _____
and Ending _____

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. WKU employees who are paid biweekly are in this category. While biweekly employees are paid every other Friday, 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. Documentation on this record should be transferred to a recap timesheet and turned in biweekly to the Payroll Office. **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. By University policy, paid medical/sick leave and official holidays are to be considered (counted) for purposes of calculating any overtime due. Vacation leave is not to be included when determining any overtime due. 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).

NOTE: Information related to vacation leave, medical/sick leave and holidays does not apply to part-time employees. Part-time employees are only paid for time worked.

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	TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS
HOURS									

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

Employee Signature _____

Date _____

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.

Supervisor Signature _____

Date _____