

	Student Employee Timesheet Western Kentucky University	Report for Biweekly Payroll Period Beginning _____ and Ending _____	TOTAL	Reg. Hrs.	Hrs. > 40
			Week 1		
			Week 2		

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. Student employees who are paid biweekly are in this category. While student 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 student 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.

- Daily Hours** – Daily Hours of work should be recorded to the nearest quarter hour.
- Total Regular Hours** – The total hours to be paid at the regular rate.
- Total Overtime Hours** – Overtime work is defined as those hours *actually worked* beyond 40 during an official workweek. Hours worked during two or more weeks may not be combined or averaged to determine any overtime due.
- 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.
- Overtime Rate** – Any overtime is paid at the rate of one and one-half times the regular pay rate (calculated on an hourly basis).

Student Name _____ WKU ID _____ Department/Unit _____

	MON	TUE	WED	THU	FRI	SAT	SUN
HOURS	Total	Total	Total	Total	Total	Total	Total
	Total	Total	Total	Total	Total	Total	Total

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

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

Employee Signature Date

Supervisor Signature Date