

University of Illinois - Academic Salaried Non-exempt Full-time Biweekly Timesheet

<b>Name</b>	<b>UIN</b>	<b>Position</b>							<b>FTE</b> 1.00	<b>Pay Period Begin Date</b>	
									<b>Hours per week</b> 40.0	<b>Pay Period End Date</b>	
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<i>Weekly Total</i>		<b>BW</b>	
<b>FLSA–Work Hours-Tracking Only (OPV)</b> <small>Hours worked before overtime. (See lower right rounding.)</small>											
<b>FLSA–Leave Hours-Tracking Only (OPU)</b> <small>All types of paid leave. Reported in 1-hour increments.</small>											
<b>FLSA–Time &amp; Half Overtime (OPS)</b> <small>Time worked after the total of your leave taken plus time worked reaches 40 hours this week. (See lower right rounding.)</small>											
<b>Overtime comments:</b>										<i>Work Week Total</i>	
<i>Daily Total</i>											
<i>Running Weekly Total</i>											
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<i>Weekly Total</i>			
<b>FLSA–Work Hours-Tracking Only (OPV)</b> <small>Hours worked before overtime. (See lower right rounding.)</small>											
<b>FLSA–Leave Hours-Tracking Only (OPU)</b> <small>All types of paid leave. Reported in 1-hour increments.</small>											
<b>FLSA–Time &amp; Half Overtime (OPS)</b> <small>Time worked after the total of your leave taken plus time worked reaches 40 hours this week. (See lower right rounding.)</small>											
<b>Overtime comments:</b>										<i>Work Week Total</i>	
<i>Daily Total</i>											
<i>Running Weekly Total</i>											

By signing, I affirm this is a complete and accurate record of my time for this biweekly pay period for this position.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Minutes Worked	Time Reporting Minutes	Time Reporting Hours
0 - 7	0	0.00
8 - 22	15	0.25
23 - 37	30	0.50
38 - 52	45	0.75
53 - 60	60	1.00

