

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

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

