

# SAMPLE

Rensselaer Polytechnic Institute Time Sheet

Non-Exempt Staff (bi-weekly payroll)

Name *(print neatly)*:

Department Name:

RIN:

Day	Date	Earn Code	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Total Hours		
Sat													
Sun												SAMPLES	
Mon	6/22/2015	REG	8:00 AM	10:00 AM				11:00 AM	12:00 PM	12:30 PM	4:30 PM	7.00	7 hours Regular
		PNS			10:00 AM	11:00 AM						1.00	1 hour PTO
Tue	6/23/2015	REG	8:00 AM	12:00 PM	12:30 PM	4:30 PM						8.00	8 hours Regular
Wed	6/24/2015	PNS	8:00 AM	4:00 PM								8.00	8 hours PTO
Thu	6/25/2015	REG						1:00 PM	5:00 PM			4.00	4 hours Regular
		PNS	8:00 AM	12:00 PM								4.00	4 hours PTO
Fri	6/26/2015	REG	8:00 AM	12:00 PM	12:30 PM	4:30 PM						8.00	8 hours Regular
		O/T					4:30 AM	6:00 AM				1.50	1.5 hours Overtime

Day	Date	Earn Code	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Time In/Out	Total Hours		
Sat													
Sun	6/28/2015	O/T	9:00 AM	12:00 PM								3.00	3 hours overtime
Mon	6/29/2015	JUR	8:00 AM	12:00 PM								4.00	4 hours jury duty
		REG			12:30 PM	4:30 PM						4.00	4 hours regular
Tue	6/30/2015	BER	8:00 AM	12:00 PM	12:30 PM	4:30 PM						8.00	8 hours berevement
Wed	7/1/2015	REG	8:00 AM	12:00 PM	12:30 PM	4:30 PM						8.00	8 hours regular
Thu	7/2/2015	REG	8:00 AM	12:00 PM	12:30 PM	4:30 PM						8.00	8 hours regular
Fri	7/3/2015	HOL	8:00 AM	4:00 PM								8.00	8 hours holiday

								<b>Grand Total Hours</b>		<b>84.50</b>		
Employee's Signature: _____ Date: _____				Supervisor Signature: _____ Date: _____				Earn Code:	<b>REG</b>	Total Hours	<b>47.00</b>	This section does not calculate You must do it manually
If Available				Supervisor Printed Name _____ Phone extension _____				Earn Code:	<b>PNS</b>	Total Hours	<b>13.00</b>	
								Earn Code:	<b>HOL</b>	Total Hours	<b>8.00</b>	
								Earn Code:	<b>O/T</b>	Total Hours	<b>4.50</b>	
								Earn Code:	<b>JUR</b>	Total Hours	<b>4.00</b>	
Comments:								Earn Code:	<b>BER</b>	Total Hours	<b>8.00</b>	
								<b>Grand Total Hours</b>		<b>84.50</b>		



**Instructions:**

Paper time sheets are only required if the web time entry deadline was missed.

Enter the employee **Name** and **RIN** (please print neatly)

Enter the **date** next to the appropriate day of the week.

Enter the **Earn Code** (see below) and the **time in and time out** for each earn code on each day.

<b>REG</b> Regular Pay	<b>CAL</b> On Call
<b>O/T</b> Overtime at 1 1/2	<b>CL1</b> Call In Pay Pd at 1 ½ time
<b>PNS</b> PTO Scheduled	<b>SH2</b> 2 <sup>nd</sup> Shift
<b>PNU</b> PTO Unscheduled	<b>SH3</b> 3 <sup>rd</sup> Shift
<b>HOL</b> Holiday	<b>SH4</b> Overtime 2 <sup>nd</sup> Shift
<b>OTH</b> Other Paid Absences	<b>SH5</b> Overtime 3 <sup>rd</sup> Shift
<b>BER</b> Bereavement Pay	<b>NYS</b> NYS Disability
<b>JUR</b> Jury Duty	<b>WCO</b> Workers Com > 5 Days
<b>RTO</b> Reserve Time Off	<b>WCP</b> Workers Comp 1 <sup>st</sup> 5 Days
<b>LUB</b> Leave Unpaid w/ Benef	<b>DOC</b> Docked Pay

Total the hours for each earn code for each day.

Calculate a total hours for each earn code for the entire period.

Calculate and enter the total hours to be paid.

Obtain the employee's signature if available.

Approver Signature is required.

Comments: Add a comment as to why the time sheet was not submitted via the web time entry process.

Send the time sheet to the Payroll Office at FINANCE\_RICE@rpi.edu