



## **NON-EXEMPT WORK SCHEDULES**

The Fair Labor Standards Act has guidelines established to determine which employees are paid overtime after working 40 hrs in a workweek. PS, M&O, Crafts, College Safety and temporary employees are not exempt from the FLSA and must be paid comp time or overtime after working 40 hrs in a workweek. The Fair Labor Standards Act also requires certain documentation be kept for non-exempt employees.

Per FLSA, employers must account for DAILY & WEEKLY hours worked for non-exempt employees. Our current time card systems meet those requirements but our absence reporting system for PS, M&O, Crafts and college Safety employees does not.

Attached are examples of documents, which meet FLSA reporting requirements. You may use one of these or design your own document to use in your department. It will not be necessary to mail these in. However, if the Department of Labor audits us, the auditor would be directed to the individual departments to review the record-keeping documentation.

Please pass this information on to others that might have the need to know at your college.





## NON-EXEMPT EMPLOYEE DAILY WORK SCHEDULE

Employee \_\_\_\_\_

Pay period dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**First week of current pay period**

DATE								
DAY	SAT	SUN	MON	TUES	WED	THURS	FRI	
START								
LUNCH OUT / IN								
OTHER OUT / IN								WEEKLY TOTAL HOURS
END								
TOTAL HOURS								

**Second week of current pay period**

DATE								
DAY	SAT	SUN	MON	TUES	WED	THURS	FRI	
START								
LUNCH OUT / IN								
OTHER OUT / IN								WEEKLY TOTAL HOURS
END								
TOTAL HOURS								

**\*EMPLOYEES:** Please enter accurate starting and ending times for all work periods.

Entries should be accurate to the hour and minute.

As the employee, I certify that that the above time entries are correct and that the above hours accurately reflect the time worked during this pay period.

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_