



BROWN

Individual Time Tracking Work Sheet

Employee's Name: Hourly Rate: Week Ending:

Department: Human Resources Supervisor: Roberta L. Gordon

Table with 6 columns: Day, Date, Scheduled Hours, Hours Worked*, Difference, Comments. Rows include Sunday through Saturday and a Totals row.

Empty rectangular box for additional notes or comments.

*Staff Member: Record all hours worked. If you worked your scheduled hours and took your normal lunch break, you only need to complete this column. Obtain supervisory approval in advance of working additional hours. If you work more than your scheduled hours, submit to departmental HR/Payroll Coordinator end of each pay period. Non-exempt staff may not volunteer to work overtime without compensation.

Supervisor: Determine if additional hours are required, and if so, how staff member will be compensated - either time off at a later date or time and one half pay. If time is taken during the same work week (Sunday - Saturday), it is an hour for hour exchange. If the time off is taken during the following week, but within the pay period, it is one and one half hours off for each hour worked. Compensatory time off can not be carried over to the next pay period except during a week that is split between two pay periods. In that case, compensatory time may still be taken during that week.

Department HR/Payroll Coordinator: Collect and review individual time tracking work sheets from non-exempt staff members on a pay period basis to ensure additional hours worked are paid according to Brown's overtime policy (40.031). Record additional hours on payroll time sheets (green sheets).

Employee's Signature: Date:

Supervisor's Signature: Date: