ITS guide
time sheet instructions for on-call employees

<div align="center">**ITS HR TIME COLLECTION STANDARDS**</div>

<div align="center">**Certain standards must be met in the collection of ITS student employee's time:**</div>

1. **ITS HR generated paper timesheets must be completed by all on-call employees.** The paper timesheet is the "official" record. The ITS HR Team will prepare and forward the timesheet to the student supervisor prior to their first work day. (See example of timesheets on the following pages).
2. **All timesheets must contain the following pertinent information**: 1) Employee name, 2) Personnel number, 3) Position number and 4) Proper cost center (for billing).
3. **All completed timesheets must have the employee's signature and their Supervisor's signature. The Supervisor's signature is their approval of the timesheet. THE SUPERVISOR IS RESPONSIBLE FOR ENSURING THE TIMESHEET IS ACCURATE BEFORE SIGNING AND SENDING TO ITS HR.**
4. **All completed timesheets must be delivered to the IS HR Team at 413 Love Library by noon on the Friday following each biweekly pay day (Thursday). Exceptions may apply (holidays).**

IMPORTANT INFORMATION

If timesheets are not received by the deadline, there may be a delay in accurate payment.

If there is a discrepancy of any kind on the timesheet, ITS HR will contact the employee and/or the supervisor regarding the issue.

Prompt resolution is necessary to avoid any delay in payment to the employee.

TIME SHEETS

On-call employees are appointed to work at peak activity periods and may work up to 693 work hours per fiscal year. On-call employees are not eligible for any leave with pay or any other UNL benefits. An on-call employee is paid for the hours they have worked in a week. On-call employees can work up to 20 hours a week, and must not work more than 29.5 weekly. THE SUPERVISOR IS RESPONSIBLE FOR ENSURING THE TIMESHEET IS ACCURATE BEFORE SIGNING AND SENDING TO ITS HR.

This is an example of an *ON-CALL* employee's time sheet along with "Instructions."

The Excel Time Entry Spreadsheet contains one sheet. Look over the name and numbers at the top to be sure they are correct. To change the date, simply enter your 'starting Friday' date. The end date will be generated for you and entered into the date column. You will need to enter your start and end times. The times are not calculated for you so you will need to calculate and write the total hours worked in the 'REG' column. If you have a full vacation or sick day, leave the start & end times blank and put the 8 hours in the appropriate column. Partial vacation or sick days should list both hours worked and balance of the day hours in the proper column. If you work Shift Hours the entire shift or only partial days, please list your hours under the SHF column when required. Overtime hours do not start until you physically work 40 REG or SHF hours. Once an employee has **physically** worked 40 hours, move any additional hours to the OTD column. The Other column should be used for such things as Funeral, Jury/Civil Duty, Crisis Leave, etc. Also for the ***Other*** column, list only the hours in the weekly column and at the bottom of the time sheet record the date, hours and code for those hours separately. The REG, SHF, VAC, SCK, HOL, OTD & Other columns do contain calculations to figure the end of week totals. The Two-Week Summary will also be calculated for you as well as the Two-Week Grand Total.

Activity column should be coded ONC (on call).

UNL Information Technology Services							Bi-Weekly Time Sheet					

Employee Name:							Personnel #:					
							Cost Object:					
Department:		INFORMATION TECHNOLOGY SERVICES					Position #:					
Start Date: 10/4/2013			End Date: 10/17/2013									

First Week	Date	Start Time	End Time	Start Time	End Time	REG	SHF	VAC	SCK	HOL	OTD	Other
Friday	10/4	8:00 AM	12:30 PM	1:30 PM	5:00 PM			8.00				
Saturday	10/5											
Sunday	10/6											
Monday	10/7	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Tuesday	10/8	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
Wednesday	10/9	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
Thursday	10/10	8:00 AM	12:30 PM	1:30 PM	5:00 PM	8.00						
				First Week Totals		36.00	0.00	8.00	0.00	0.00	0.00	0.00

Second Week	Date	Start Time	End Time	Start Time	End Time	REG	SHF	VAC	SCK	HOL	OTD	Other
Friday	10/11	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Saturday	10/12	8:00 AM	12:30 PM	1:30 PM	9:00 PM	12.00						
Sunday	10/13											
Monday	10/14	8:00 AM	12:30 PM	1:30 PM	5:00 PM				8.00			
Tuesday	10/15	8:00 AM	12:30 PM	1:30 PM	5:00 PM			8.00				
Wednesday	10/16	8:00 AM	12:30 PM	1:30 PM	7:00 PM	10.00						
Thursday	10/17	8:00 AM	12:30 PM	1:30 PM	5:00 PM	6.00					2.00	
				Second Week Totals		40.00	0.00	8.00	8.00	0.00	2.00	0.00

				Two-Week Summary		76.00	0.00	16.00	8.00	0.00	2.00	

Other Codes:

If "**other**" column was used - specify code(s)	Date	Hours	Code

ADM = Adm Leave	JRCV = Jury/Civil Duty
BHOL = Banked Holiday	MIL = Military Leave
BKUS = Banked Holiday Used	ONC = On Call
CME = Comp Time Earned	OSH = Shift Overtime
CMU = Comp Time Used	RESP = Resp. Pay
CRLV = Crisis Leave	SHF/RESP = Pay Both S/R
FLH = Floating Holiday	WSR = WorkStudyStudent

Two-Week Grand Total | **102.00**

Employee Signature: | Date:

Supervisor Signature: | Date:

I hereby certify that the time reported above represents a true statement.

Updated 1/31/2014