**Non-exempt Time Entry Questions and Answers**

1. Where do I find the new timesheet to use to track my hours worked?
   1. The new timesheet is on the HR website at <http://tbr.edu/about/human_resources.aspx?id=1898>
2. Where can I find my leave balances and other employee information?
   1. Leave balances, as well as total earnings, and other employee data is available through employee self-service at <https://ssb.tbr.edu/PROD/twbkwbis.P_GenMenu?name=homepage>
3. What is the deadline for submitting my timesheet?
   1. The timesheets must be signed by the employee and the supervisor and turned into Payroll by the 10th of every month.
4. How do I record overtime or hours worked over my regular schedule?
   1. Actual hours worked should be entered in the timesheet and approved by your supervisor. The hours will be entered into Banner by Payroll and be reflected in your compensatory leave balance in employee self-service.
   2. PLEASE NOTE: When the need to work greater than 37.5 hours in a 7 day (Sunday – Saturday) period emerges, the employee and supervisor will discuss the need and develop a plan of if/when the hours will be worked, as well as, an estimate of the number of hours that will be worked, prior to the employee working over 37.5 hours in a week. The supervisor must approve the additional hours in writing prior to the employee working the hours to avoid a possible disciplinary situation.
5. What happens if I forget to get my supervisor’s approval prior to working the extra hours? Do I still accrue them?
   1. If the employee works the extra hours without the appropriate approval, per Federal Law the hours must still be accrued. However, working additional hours without approval is a disciplinary issue.
6. What days of the week are used as the workweek to calculate the hours worked?
   1. The work week consists of those hours worked Sunday through Saturday.
7. How are overtime and compensatory time hours calculated?
   1. Each hour worked between 37.5 and 40 hours in a week will accrue hour for hour in a compensatory (comp) time leave bank in Banner.
   2. Any hours worked over 40 hours in a week will accrue at time and a half in a comp time leave bank.

Example: A non-exempt employee requests and receives permission to work 42 hours in a week to finish a project by the deadline. The employee enters the hours worked using the web time reporting. The employee will accrue a total of 6 hours of comp time.

40 hours -37.5 hours =2.5 hours at hour for hour

42 hours – 40 hours = 2 hours X 1.5 (time and a half) = 3 hours

2.5 hours + 3 hours = 5.5 hours

1. When can I take my comp time hours?
   1. Employees are encouraged to work with their supervisor to schedule any accrued comp time off as soon as possible after accruing it.
2. What happens to my comp time balance when I leave TBR employment?
   1. If an employee has a comp time balance when leaving TBR employment, the balance will be paid out to the employee at the employee’s rate of pay at the time of departure.
3. Who do I ask if I have questions about completing my timesheet?
   1. You may ask your supervisor or Pam Sylvis in Payroll Services.

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