

**INSTRUCTIONS:**

1. Enter your name, then use the drop-down lists to enter the month and year. Numerical dates in column 1 are automatically calculated based upon the Month and Year that you enter.
2. Total number of hours in column 2 are automatically calculated for you. Provide a breakdown of hours in columns 3, 4, 6, 7, 8, 9 and 10. Weekly and Monthly Totals are automatically calculated for you.
3. Leave of absence without pay should be requested in advance. Your request must be countersigned by your supervisor.
4. Overtime pay will be paid to full-time non-exempted classified staff and Level 1 professional staff employees who are directed to work more than 8 hours on any work day, weekend or holiday. Weekday hours in excess of 8 and all weekend and holidays hours worked should be marked in the OT HRS box, column 4.
5. SEA PAY: If any hours worked were earned while at sea, the column 5, Field or Marine Premium, should be checked. Levels 2 and 3 professional staff employees at sea for three or more consecutive days may receive up to 4 hours of additional pay or comp time for regular work days and from 8 to 12 hours additional pay or comp time for Saturdays, Sundays and holidays. Level 2 and 3 professional staff should indicate all weekday hours in excess of 8 and all weekend and holiday hours as straight time (ST) in the OTHER box, column 10. This additional pay must be requested in writing from the principal investigator of the grant to which the employee's salary will be charged and approved in writing by the principal investigator prior to the trip.

\_\_\_\_\_ will be at sea for the School of Oceanography for the period from

\_\_\_\_\_ through \_\_\_\_\_

Approved: \_\_\_\_\_ Budget #: \_\_\_\_\_

6. Overtime / straight time requested as: ☐ payment Number of hours: \_\_\_\_\_
- ☐ comp time Number of hours: \_\_\_\_\_

**SAMPLES**

1 - DATE		2 - TOTAL HRS	3 - REG HRS	4 - OT HRS	5 - FIELD or MARINE PREMIUM	6 - VAC	7 - SICK	8 - HOL/ PERS HOL (H=Hol PH=PersH)	9 - COMP TIME USED	10 - OTHER** Hours                      Wrk/Lv Codes	
LEVEL 2 PROFESSIONAL STAFF											
5/7	Fri	12	8		<input type="checkbox"/>					4	ST
5/8	Sat	12			<input type="checkbox"/>					12	ST
LEVEL 1 PROFESSIONAL STAFF											
5/7	Fri	12	8	4	<input type="checkbox"/>						
5/8	Sat	12		12	<input type="checkbox"/>						
CLASSIFIED STAFF											
5/7	Fri	12	8	4	<input type="checkbox"/>						
5/8	Sat	12		12	<input type="checkbox"/>						

Employee Name: \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

1 - DATE	2 - TOTAL HRS	3 - REG HRS	4 - OT HRS	5 - Field/Marine Premium	6 - VAC	7 - SICK	8 - HOLIDAY / PERSONAL HOLIDAY	9 - COMP TIME USED	10 - OTHER** Work / Leave Code
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Weekly Total:									
Monthly Total:									

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_