Timesheet explanation and example

Employees are expected to fill out and sign their own timesheets, these are your responsibility. Supervisors and other employees should NOT be filling in your time and/or signing this for you. Legally you may not use pencil or white out. Corrections or changes should be marked out using no more than two lines, do not scratch or black out.

You are expected to write down the exact time you start your shift, please do not just write down the time you were scheduled. For example, if your shift is from 8:00 till 4:00, but you actually got in at 7:56 and left at 4:05 then please write exactly that. Time should be written in real time as it happens, or following, not prior to.

To determine your daily hours total you will add all of the minutes worked and then round that total to the nearest 15 minute. We use normal rounding rules to calculate the time to the nearest 15 minute increment. Written as follows .25 (15 min.) , .50 (30 min) , .75 (45 min) . and .00 (0 min).

Overtime is calculated based on our Wednesday to Tuesday work week. If during this timeframe you work more than 40 hours, it will be considered overtime and be charged to where the additional hours were worked. Please note that any sick time and/or paid time off used is not part of the 40 hours calculation to determine overtime.

Part-time employees wanting to use sick time need to write the hours they were scheduled that they missed with the word sick next to it. We will pay out whatever sick time you have available up to the total time missed, but not over 40 hours for the entire work week. If you have called out sick or not been able to complete a shift due to being sick, then sick time needs to be used as this is the standard full-time and salary employees are held to. Sick meaning either a doctors appointment for yourself or someone you are responsible for; or actual illness of yourself or someone you are responsible for. If you would like further information regarding sick time and what qualifies as sick time please reach out to your supervisor or HR.

Below is an example timesheet and explanation.

YMCA OF SOUTHERN ARIZONA EMPLOYEE TIME SHEET

EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE

BRANCH NO.		DEPT.	PAYROLL PERIOD	MONTH/DATE-MONTH DATE		EMPLOYEE NO.
99		88	1/1/2000 - 1/14/2000			9999

PAGE NO.	EMPLOYEE NAME	TYPE	JOB DESC.	FD-BRN-DEPT-P.C.S.-ACCT. NO.
	J. J. Doe		YMCA Employee	

DATE	DAY	J	IN	OUT	J	IN	OUT	J	IN	OUT	HOURS
1/1	Wed	A	5:47	7:39	B	7:40	8:35				2.75
1/2	Thur	A	6:05	10:57	B	10:58	11:59	A	12:00	1:55	7.75
1/3	Fri	A	5:47	2:38							8.75
1/4	Sat	C	5:48	1:11							7.50
1/5	Sun	C	8:00	11:08							3.25
1/6	Mon	C	8:00	10:52							2.75
1/7	Tue	A	9:00	1:00	B	1:00	5:00	SICK			7.25 SICK
1/8	Wed	A	5:59	8:00	B	8:00	2:05	C	4:56	6:33	9.75
1/9	Thur	A	6:03	3:56							10.00

DATE	DAY	J	IN	OUT	J	IN	OUT	J	IN	OUT	HOURS
1/10	Fri	A	12:00	6:07							6.00
1/11	Sat	B	10:18	1:47							3.50
1/12	Sun										
1/13	Mon	A	7:57	1:02							5.00
1/14	Tue	A	9:02	1:05	B	1:05	2:00	C	2:00	5:36	8.50
										TOTAL HOURS	

MISC. PAY FOR PAY PERIOD	

RECAP-HOURS	
72.75	REG HOURS
2.75	O/T HOURS
75.50	TOTAL HOURS

COMPLETE THIS SECTION FOR MULTIPLE OR ALTERNATE JOB DESCRIPTIONS

J	DEPT.	JOB DESC	FD-BRN-DEPT-P.C.S.-ACCT. NO.	REG HOURS	O/T HOURS	MISC. PAY AMT.	TIME OFF HOURS RECAP PAID V	S	H	P	UNPAID X
A		Regular Hours		44.50				4.00			
B		Other Regular Hours		12.50				3.25			
C		Training Hours		15.75	2.75						
D											
			TOTAL	72.75	2.75			7.25			

- 1/1 - **A** equals 1 hour 52 minutes rounded to 1.75, **B** equals 55 minutes rounded to 1.00, total of 2.75
- 1/2 - **A** for the first section of time equals 4 hours 52 minutes and the second section of time 1 hour 55 minutes rounded to 6.75, **B** equals 1 hour 1 minute rounded to 1.00, total of 7.75.
- 1/3 - **A** equals 8 hours 51 minutes rounded to 8.75
- 1/4 - **C** equals 7 hours 23 minutes rounded to 7.50
- 1/5 - **C** equals 3 hours 8 minutes rounded to 3.25
- 1/6 - **C** equals 2 hours 52 minutes rounded to 2.75
- 1/7 - Example shows person calling out sick for scheduled time.
- This ends the work week. Total hours for the week including sick time is 40.75; however, we do not pay out paid time off over 40 hours in a week, so the sick time used will be reduced on 1/7 to 7.25 total.

- 1/8 - **A** equals 2 hours 1 minute rounded to 2.00, **B** equals 6 hours 5 minutes rounded to 6.00, **C** equals 1 hour 37 minutes rounded to 1.75 *this is being rounded to 1.75 instead of 1.50 because of the total hours for the day. **B** had 5 minutes over, **C** had 7 minutes over giving an additional .25 for the day, given to the job title with the most overage** total 9.75
- 1/9 - **A** equals 9 hours 53 minutes rounded to 10.00
- 1/10 - 6 hours 7 minutes rounded to 6.00
- 1/11 - **B** equals 3 hours 29 minutes, rounded to 3.50
- 1/12 NO HOURS
- 1/13 - **A** equals 5 hours 5 minutes rounded to 5.00
- 1/14 - **A** equals 4 hours 3 minutes rounded to 4.00, **B** equals 55 minutes rounded to 1.00, **C** equals 3 hours 36 minutes rounded to 3.50, total of 8.50
- This ends the work week. Total hours for the week 42.75. Overtime will be paid from the job title last worked that caused the overage, in this case it will be paid out under job title **C**.

This will give the employee a total of 44.50 regular hours and 4.00 sick hours for job title **A**, 12.50 regular hours and 3.25 sick hours for job title **B**, 15.75 regular hours and 2.75 overtime hours for job title **C**.