



# Time Sheet Samples

*Alternate Work Schedules (9/80 and 19/30)*

**Updated** *Revised recordkeeping of holiday observance,  
when a holiday falls on a Friday-Updated 08/01/2014*

# Time Sheet Entry – Salaried Non-Exempt 9/80 “A” Schedule – Regular Hours

**Time Sheet: Data Entry View**

Pay scale group/level

Personnel Number: 123456 Joe A Sample

Data Entry Period: 08/05/2013 - 08/18/2013 Week: 32.2013

Data Entry Area

LT	A/...	Name	Total	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings ...	0.00	9	9	9	9	8			9	9	9	9			

Two work weeks are shown above for illustration purposes. Work week ends at mid-day Friday. CATS total reflects all hours entered and does not adjust for work week start time. i.e. CATS total for 1<sup>st</sup> week reflect 44 and total for 2<sup>nd</sup> week will reflect 36 in this example. Actual weekly totals are 40 each.



# Time Sheet Entry – Salaried Non-Exempt 9/80 Recording Vacation Hours

**Time Sheet: Data Entry View**

Personnel Number: 123456 Joe A Sample

Data Entry Period: 08/05/2013 - 08/18/2013 Week: 32.2013

Data Entry Area

LT	A/AType	Name	Total	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings - Stry	0.00	9	9	9										
	0200	Vacation - 100%	0.00				9	8			9	9	9	9		

Two work weeks are shown above for illustration purposes. Actual time entry is done by pay period (1-15 and 16-end of month). Work week ends at mid-day Friday. CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time.

# Time Sheet Entry – Salaried Non-Exempt 9/80 Recording Short Term Disability

**Time Sheet: Data Entry View**

Personnel Number: 123456 Joe A Sample

Data Entry Period: 08/05/2013 - 08/18/2013 Week: 32.2013

Data Entry Area

LT	A/A Type	Name	Total	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18
	Σ		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings ...	0.00	9	9												
	0220	Employee Sick	0.00			9	9	8			9	9	9	9			

Two work weeks are shown above for illustration purposes. Actual time entry is done by pay period (1-15 and 16-end of month). Work week ends at mid-day Friday. CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time.

## Time Sheet Entry – Salaried Non-Exempt

### 9/80 Recording Overtime During a Week When the 40-hour Rule Not Met

**Time Sheet: Data Entry View**

Personnel Number: **123456 Joe A Sample**

Data Entry Period: 08/05/2013 - 08/18/2013    Week: 32.2013

Data Entry Area																	
LT	A/A Type	Name	Total	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings ...	0.00	9	10						9	9	9	9			
	0245	Serious Illness In	0.00			9	9	8									

Two work weeks are shown above for illustration purposes. Actual time entry is done by pay period (1-15 and 16-end of month). Work week ends at mid-day Friday. Serious Illness in Family does not count towards the 40-hour rule for Overtime; therefore, the extra hour worked on 8/6 is paid at straight time rate. CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time.

## Time Sheet Entry – Salaried Non-Exempt 9/80 Recording Time for Mixed Reasons

Data Entry Period		03/16/2013 - 03/31/2013		Week		11.2013																							
Data Entry Area																													
LT	Rec. Cctr	Rec...	Rec. O...	Netw...	A Na...	A/...	Name	V	P..	I.	C	R	Total	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31
													83.50	0.00	0.00	9.00	9.00	10.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	2.50	0.00	0.00
	AS082				L48	0000	Regular Earnings - Stry						54.00			9.00	9.00					9.00	9.00	9.00	9.00				
	AS082				L48	0015	OT Unsched - 150%						1.00				1.00												
	AS082				L48	0042	HOL Wrkd on WD - 150%						2.50														2.50		
						0200	Vacation - 100%						17.00					9.00	8.00										
						0220	STD Employee Sick						9.00			9.00													

8 hours of holiday pay is built into pay; therefore, no recording needed. Overtime rate applies for hours worked on holiday (use code 0042 – HOL worked 150%)

- 3/19 Out ill – 9 hours recorded.
- 3/20 Works OT – 40 hour rule met
- 3/21 3/22 Scheduled Vacation – Friday 3/22 recorded as 8 hours
- 3/29 Has to come into the office and work on Good Friday

Regular pay period illustrated above. Work week ends at mid-day Friday. CATS total reflects all hours entered during the pay period on each line item. CATS does not adjust for work week start time. Sick Pay (STD) and Vacation do count towards the 40-hour rule for overtime; therefore, the extra hour worked on 3/20 is paid at overtime rate.

# Time Sheet Entry – Salaried Non-Exempt 9/80 “A” Schedule – Work Friday Off

**Time Sheet: Data Entry View**

Personnel Number: 123456 Joe A Sample

Data Entry Period: 08/05/2013 - 08/18/2013 Week: 32.2013

Data Entry Area				Total	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18
Σ				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings ...		0.00	9	9	9	9	8			9	9	9	9			
	0015	OT Unsched - 15...		0.00												8		

Overtime for hours worked on scheduled Friday off. If employee does not qualify for the 40-hour rule the week beginning mid-day 8/16, this coding would change to 4 hours OT unshed and 4 hours regular.

Two work weeks are shown above for illustration purposes. Actual time entry is done by pay period (1-15 and 16-end of month). CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time. 4 hours of work on 8/16 does qualify for overtime rate.

# Time Sheet Entry – Salaried Non-Exempt 9/80 Friday Holiday - “B” Schedule

Updated

**Time Sheet: Data Entry View**

Personnel Number: 123456 Joe A Sample  
 Data Entry Period: 11/18/2013 - 12/01/2013 Week: 47.2013  
 Pay scale group/level

9/80 day off for “B” – leave blank

Data Entry Area				11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/01
Σ			Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0000	Regular Earnings ...	0.00	9	9	9	9	8			9	9					

“B” Thanksgiving holidays observed on Wednesday and Thursday – leave blank

Two work weeks are shown above for illustration purposes. Work week ends at mid-day Friday. CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time. Salaried employees do not have to enter any code for Holiday taken.

# Time Sheet Entry – Salaried Non-Exempt 9/80 Make Up Time

Data Entry Period: 09/16/2012 - 09/30/2012 Week: 37.2012

Data Entry Area

LT	Rec. CCtr	Receiver WBS ele...	Rec. Order	Netwo...	Acti...	Name	A/A...	Name	Wa...	P...	ID	C	R	Total	09/17	09/18	09/19	09/20	09/21	0
														36.00	9.00	8.00	10.00	9.00	0.00	
		A065077				SJ AREA 7 OP BASE0000		Regular Earnings - Sln						36.00	9.00	8.00	10.00	9.00		
		A065077				SJ AREA 7 OP BASE0010		OT Sched - 150%						0.00						

Data entry view | Release view | Variable view | Entry 1 of 3

Employee granted permission to leave early on 9/18 and to make up the time on 9/19.

# Time Sheet Entry – Salaried Non-Exempt 19/30

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number: 123456 Joe A Sample

Data Entry Period: 12/01/2012 - 12/15/2012 Week: 48.2012

Data Entry Area

LT	Rec. C	Ctr	R	R	N	A	Name	AV	Type	Name	Total	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15
											89.50	0.00	0.00	8.50	8.50	11.50	8.00	8.00	0.00	0.00	8.00	11.50	8.50	8.50	8.50	0.00
	A060	XXX					BUCKEYE OPERAT	0000	Regular Earnings - Str		56.00			8.00	8.00	8.00						8.00	8.00	8.00	8.00	
	A060	XXX					BUCKEYE OPERAT	0010	OT Sched - 150%		3.50			0.50	0.50	0.50							0.50	0.50	0.50	0.50
	A060	XXX					BUCKEYE OPERAT	0015	OT Unsched - 150%		6.00					3.00							3.00			
								0220	Employee Sick		8.00										8.00					
								0042	HOL Wrkd on W/D - 150%		0.00															
								0200	Vacation - 100%		8.00						8.00									
								0082	19/30 Day		8.00								8.00							

.5 hours each work day are "scheduled" overtime.

Other overtime is coded as "unscheduled".

19/30 day entered, when taken.

Two work weeks are shown above for illustration purposes. Work week ends at Midnight Sunday. CATS total will reflect all hours entered during the pay period on each line item. CATS does not adjust for work week start time. Daily overtime rule applies.

## Time Sheet Entry – Salaried Non-Exempt and Salaried Exempt 5/40 and 19/30 Schedules – Floating Holiday

Data Entry Period: 02/16/2014 - 02/28/2014    Week: 07.2014

Data Entry Area				Total	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28
Σ				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0200	Vacation - 100%														
		0220	STD Employee Sick														
		0245	Serious Illness in Fami...														
		0082	19/30 Day														
		0080	HOL Floating - 100%	0.00		8											

- When you take your annual floating holiday, the absence must be recorded in CATS for record-keeping purposes.
- When the floating holiday is recorded in CATS the absence will have no impact to your pay.
- Only the floating holiday should be coded in CATS. All other holidays taken should be left blank in CATS. (See slide 7 for an example of recording time worked on a holiday.)

## Time Sheet Entry – Salaried Non-Exempt 5/40 and 19/30 Schedules – Holiday Worked

Data Entry Period		12/16/2013 - 12/31/2013		Week		51.2013														
Data Entry Area																				
LT R...	R..	A/...	Name	Total	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31
Σ					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0200 Vacation - 100%	0.00																
			0220 STD Employee Sick																	
			0245 Serious Illness in Family																	
			0082 19/30 Day																	
			0289 Partial Day Absence-FMLA																	
			0042 HOL Wrkd on WD - 150%	8.00																
			0010 OT Sched - 150%	0.50																

- When you work on a scheduled holiday that falls on a regularly scheduled work day, you are automatically paid for the holiday, but must record the time worked as HOL Wrkd on WD - 150%.
- If you are on the 19/30 work schedule, you also record the extra 30 minutes as scheduled overtime, just as is normally done.

## Time Sheet Entry – Salaried Exempt

### 9/80 “A” Schedule – Vacation Hours & Sick Time Hours

Data Entry Period		08/01/2013 - 08/15/2013		Week		31.2013															
Data Entry Area																					
LT	R	R	A/A	Name	Total	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16
					21.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	4.50	9.00	0.00
				0200	Vacation - 100%	13.50													4.50	9.00	
				0220	STD Employee Sick	8.00								8.00							
				0245	Serious Illness in Fam																
				0082	19/30 Day																
				0289	Partial Day Absence-FI																

Time off on scheduled work Friday is recorded as 8 hours

“A” Friday off. No entry needed

Vacation and sick time entry.  
 Hours out of office on Monday – Thursday are recorded as 9  
 Hours out of the office on a scheduled Friday “on” are recorded as 8  
 ½ day vacation Monday – Thursday is 4.5 hours

## Time Sheet Entry – Salaried Exempt

### 19/30 Schedule – Vacation Hours, Sick & 19/30 Day Hours

Data Entry Period: 08/01/2013 - 08/15/2013 Week: 31.2013

Data Entry Area

LT	R	R	A/A	Name	Total	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15
					32.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00
			0200	Vacation - 100%	16.00					8.00	8.00									
			0220	STD Employee Sick	8.00													8.00		
			0245	Serious Illness in Fam																
			0082	19/30 Day	8.00							8.00								
			0289	Partial Day Absence-FI																

Full day hours out of office recorded as 8 for 19/30 program.