

# RECORD OF HOURS WORKED

FLSA Compliance Review

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Position Title \_\_\_\_\_ Department \_\_\_\_\_

AUGUST/SEPTEMBER							WEEKLY TOTALS			
s	m	t	w	t	f	s	actual hours worked	actual hours worked + paid time off	INITIALS	
							employee	supervisor		
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31	SEPTEMBER	1	2	3	4			

**New Recordkeeping Rules Effective August 22, 2004 Identified employees are to:**

1. Record the actual number of hours worked each day in hours to the nearest tenth of an hour. See the legend for amounts to enter.

2. Record use of Holidays (H), PTO (P), Sick Bank Time (S) in full-day increments.

3. At the end of each week, total actual hours worked.

4. At the end of each week, total all hours worked and Holiday, PTO, and Sick Bank

Time used.

5. At the end of every two weeks, initial the record confirming its accuracy. Submit it to the supervisor who is also to initial the record confirming its accuracy.

6. When all weeks on this record are completed, the supervisor is to submit it to the departmental payroll office for filing.

7. Continue recording hours worked each week until notified that it is no longer necessary.

**Recording tenths of an hour**

6 minutes = .1	36 minutes = .6
12 minutes = .2	42 minutes = .7
18 minutes = .3	48 minutes = .8
24 minutes = .4	54 minutes = .9
30 minutes = .5	

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Effective August 22, 2004, employees in positions that have been identified for review under the new Fair Labor Standards Act (FLSA) regulations are to record their actual hours worked. All of the provisions listed below regarding time off and pay dates will remain in effect during the FLSA review process.

- 1. Recording Time Off.** Employees are to continue to maintain the departmental Paid Time Off (PTO) record for PA employees currently in use and confirm and submit it monthly to their supervisors.
- 2. Paid time off accruals.** Employees will continue to accrue 20 hours of PTO at the end of each full month of employment through the first 60 months of employment and 24 hours of PTO at the end of each full month of employment thereafter.
- 3. Paid time off usage.** Employees will continue to be eligible to use as much PTO as they earn from January 1 to December 31 (30 or 36 days) and will continue to charge time off in full-day increments.
- 4. Sick time conversion and unused balances (carryovers).** If the FLSA review process goes beyond December 31, 2004, employees identified to use this Record of Hours Worked report will be able to (1) convert up to 96 hours of unused PTO into his or her sick hours bank and (2) carry over unused PTO up to the amount earned in one year (30 or 36 days, depending on the employee's university service credit).
- 5. Intermittent FMLA and On-the-Job Injury.** Employees will continue to charge exact hours for using partial days of PTO to cover an absence due to FMLA or an injury covered under the Worker's Compensation benefit.
- 6. Pay dates.** Employees will continue to receive their salary on the regularly scheduled monthly pay dates.