

Instructions for Completing Timesheet  
PA Overtime Eligible Employees (PAO)

Effective April 1<sup>st</sup>, 2005, Professional employees in positions identified as overtime eligible are to record time (time worked and time off such as PTO, Sick, Comp, Absence w/o pay, and Other) on the monthly timesheets available on the UHRS website (<http://www.indiana.edu/~uhrs/flsa/index.html>). Forms are provided for each month of the calendar year and these directions are applicable to all timesheets.

- Record the actual number of hours applicable to each category of time to the nearest tenth of an hour. See legend below for amounts to enter.

Recording tenths of an hour	
0- 5 minutes = .0	30-35 minutes = .5
6-11 minutes = .1	36-41 minutes = .6
12-17 minutes = .2	42-47 minutes = .7
18-23 minutes = .3	48-53 minutes = .8
24-29 minutes = .4	54-59 minutes = .9

- At the end of each month, sign and submit to the supervisor. The supervisor should review, sign, and submit completed form to the departmental payroll office for processing on the voucher. Completed forms should be kept on file in the department.

- Comp Hour balances cannot exceed 160 hours per policy. Comp hours earned each week are calculated as follows:

Overtime Hours (Hours over 40)	<input type="text"/>	x1.5 = _____ Comp Hours Earned
Minus Overtime Hours to be Paid	<input type="text"/>	
Overtime Hours to be Comp Time	<input type="text"/>	

- Overtime hours are any hours in pay status (all time worked plus paid time off) above a total of 40 hours per week. Calculation of overtime is based on a weekly (not monthly) total. The work week begins and ends at midnight on Saturday.
- The following chart should be used when recording hours under the 'Other' category. Please include the relevant code for each day 'other' hours are recorded. If recording FMLA unpaid time, list these under Absence w/o Pay instead of 'Other' using the code listed below.

HV	Honorary Vacation	CD	Court Duty	FU	FMLA unpaid time
I	Injury	FP	FMLA using PTO	WTH	Weather
ML	Military Training	FS	FMLA using Sick		

- Hours recorded under Absence without Pay (such as FMLA Unpaid) should be totaled separately and listed under Total Absence w/o Pay.
- Total PTO used can not exceed the amount earned in the year. This is 240 hours for those with less than 5 years of service and 288 hours for those with 5 or more years of service. This limit does not apply to PTO used as part of an FMLA.
- Hours Above Standard apply to part time staff who work additional hours above their standard hours up to 40 per week. Hours above 40 would be recorded as overtime.