Employees that are non-exempt from (subject to) overtime are required to turn in monthly timesheets. EPA and SPA employees that are exempt from (non-subject to) overtime are not required to turn in timesheets. Information regarding how it is determined which position are subject to or exempt from overtime can be found at http://www7.acs.ncsu.edu/hr/classcomp/flsa.asp.

At a minimum, a completed time sheet should have the employee’s name, time period, hours worked, leave used, additional hours to be paid (i.e., holiday, shift premium), comp time balances, adverse weather balances, and required signatures. Supervisors may require employees to also enter the hourly record section.

Timesheets should be submitted to the Business Office no later than the fifth working day of the following month.

The timesheet can found at http://www.ncsu.edu/human_resources/forms/index.php?alpha=t, you will need to fill in more of the information yourself. This link directs you to the HR forms site. Follow the icon to the right of SPA Permanent Employees and choose the Excel format or PDF format. If you use this version, you must enter the time period dates. The appropriate dates for each timesheet are provided at http://www7.acs.ncsu.edu/hr/hrim/tsinclusive.asp

Additional information regarding Employee Time Records can be found at http://www7.acs.ncsu.edu/hr/classcomp/time_records.asp.