

Timesheet Instructions for LEO Non-exempt Officers

Regular Hours Worked

Enter the hours that you worked each day that was a part of your regular schedule. Note special rules for University designated holidays and emergency closing hours that occur during your shift.

Note: Officers, like all permanent employees, are offered an annual salary that is paid in 12 installments, 1/12 at the end of each month. This pay covers 2080 hours for the year. In contract, officers keep time on a 28 day cycle. Thirteen of these 28 day cycles cover 2080 hours. Hence, for each 28 day cycle, the officer receives “default “pay for 160 hours. The 160 hours include the following: Regular Hours worked, paid holiday time, and accrued leave taken. Emergency closing hours that fall within the officer’s regularly assigned schedule also count toward the 160 hours; however, officers are “essential staff” who work these hours and are compensated with a special hour for hour comp-time that must be used within 12 months. It is imperative that leave reports include all hours. LawTime will not compensate for extra hours until the 160 hours of default pay are accounted for in Regular Hours Worked, Paid Holiday, Accrued Leave Taken, or Emergency Closing Hours. Review your leave report before submitting!

Extra Hours Worked

Enter hours that you physically worked outside your regular schedule that were related to your usual duties. For instance, you were required to come in on a scheduled day off for training. Hours spent in training should be entered in the “Extra Hours Worked” line. Or if you were required to stay late to finish up an arrest or cover for an officer who is absent, these hours should also be entered in the “Extra Hours Worked” line. (Hours that should NOT be entered on this line: Holiday worked, Emergency Closing hours worked, or when in official on-call status and called in to work. These hours have special rules and must be entered in subsequent blocks. ***Also see special rules for working Special Events.*** Most campuses require a “comment” noting the reason for the work. Comments should be in the following format:

	<u>Date</u>	<u>Reason</u>
Example:	3/20/2015	– Arrest follow through.

- ***Note: Extra hours worked will be held and combined with hours worked on a holiday, or outside the regular schedule during an Emergency Closing, or when in on-call status, or when Working a “Special Event” outside the Regular Schedule. These hours will first be used to offset leave taken during the same workweek. Remaining hours will be used in the FLSA calculation process to determine whether they should be compensated at 1.0 or 1.5 times.***

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Special Event Hours Worked

A “Special Event” is defined as one that is on campus, outside the officer’s regular schedule, required to work, and for which the officer may be due extra compensation. Consult your Police Management for rules on your campus. Not all schools make this separate category available on the leave report. Officers should enter the hours they work in the special event row on the appropriate day. Always enter a comment showing the date and the event you worked.

- ***Hours entered in Special Event Hours Worked may be used for leave-offsetting. Otherwise, they go into the calculation for FLSA (overtime) and will be paid at 1.5, if possible, else at 1.0 time to the extent hours are available after leave-offsetting.***

Paid Holiday

On designated holidays, enter 8 hours (times your FTE – 4 hours for a half time employee) in the appropriate day on the Paid Holiday Line – whether you took the day off, or whether you worked.

- ***LawTime will add the 8 hours in the “Paid Holiday” field to regular hours worked and leave taken to account for your 160 hours to cover “default pay.” Be sure to enter eight hours for every university designated holiday – whether you worked or did not work.***

Holiday Worked

If you were **required** to work on the holiday, enter the number of hours you worked in the appropriate date on the holiday worked line. (If you were not required to work, but gained supervisory approval to work in order to make up a negative in adverse weather time, or to accrue comp time to take at a later date, you should enter the hours in the “Extra Hours Worked block.”) If working the holiday was a part of your regular schedule, do NOT enter hours in “Regular Hours Worked.” They must be entered in “Holiday Worked” so that LawTime will generate Holiday Premium Pay.

- ***Holiday Worked hours will generate Holiday Premium Pay. They will also be added to other “Extra Hours” worked and used for leave offsetting, then go through the FLSA calculation to determine if they are compensated at 1.0 or 1.5 times.***

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Leave Taken

Enter the actual number of hours taken in the appropriate block (Vacation, Sick, Accrued CompTime, Community Service Leave, Civil Leave, Shared Leave, Military Leave) Only enter leave in the “Other Leave Taken” block if you have prior supervisory approval. Enter a comment on the time sheet to explain the type of “Other Leave

- ***Accrued CompTime, Adverse Weather Leave, Bonus, Vacation, Sick, Community Service, and Military Leave Taken will be offset by hours by all “extra hours” worked during the workweek (Extra Hours Worked, Holiday Worked, Special Event Worked, and OnCall Hours Worked). Hours remaining after offset will reduce the appropriate comp-time or leave balances, as applicable.***

Emergency Closing

If the university is officially closed due to emergency conditions on a regular schedule workday, enter the number of hours that falls within your schedule, even if you are designated essential staff and were required to be working on campus during the emergency. If you were unaffected by the closing (for example, you are based at a different location where there were no emergency conditions,) you would not use this block – use either Regular Hours Worked, or a leave block as appropriate.

- ***LawTime needs to know the hours that emergency closing fell within your shift. It uses these hours to account for your “default pay” and, if you also worked during the closing, to calculate how much Emergency Closing Comp-Time is due.***

Official University Closing Essential Staff Work Hours

Essential staff should enter the total numbers worked during the official closing.

- ***LawTime will send up to the number of hours of Emergency Closing during your work schedule for the day to the Emergency Closing Comp Time bucket. Any excess hours will be combined with other extra hours worked and may be used to offset leave during the workweek, or will be used in the FLSA calculation process to determine whether compensation should be at 1.0 or 1.5 times***

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Shift Premium Hours

Enter the number of hours you worked that are eligible for shift premium compensation.

- ***LawTime will compare the number of shift premium hours entered to the number of hours worked for the day. It will cross-walk a maximum of the work hours for the day to payroll.***

On-Call Hours

Designated on-call employees should enter the number of hours for each day they are scheduled for on-call status.

- ***LawTime will reduce on-call hours by the number of hours entered in the "On-call Hours Worked" row and cross-walk the resulting hours to Payroll.***

On-Call Hours Worked

Enter hours worked when in on-call status. A minimum of two hours applies for call-backs that require travel to the work site. A thirty minute minimum applies for call-backs that are handled via phone or electronic communication.

- ***Call-back hours will be combined with other extra hours worked and may be used to offset other leave during the workweek, or will be used in the FLSA calculation process to determine whether compensation should be at 1.0 or 1.5 times***

General Leave Policies

Hours worked in excess of the employee's established work schedule shall be used to offset leave reported in the same overtime period. The purpose of paid leave is to maintain employee income, not enhance it. If employees work additional hours outside their normal schedule in a work week in which they also have scheduled or taken time off, the additional time worked "offsets" the time that the employee intended to cover with available leave. Therefore, the number of leave hours originally charged must be reduced by the number of additional hours worked. This offset is mandatory; the employee cannot be paid both for the leave time and the time outside of the normal schedule.

It does not apply to Holidays, Civil Leave and Other Management Approved Leave