

**Lunar and Planetary Lab  
Bi-Weekly Employee Time Record**

**DUE DATE:** \_\_\_\_\_

Employee Name \_\_\_\_\_  
(PRINT LEGIBLY)

Return time record to Space Sciences, Rm 339

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

FLSA Exempt

Payroll Period \_\_\_\_\_ thru \_\_\_\_\_

FLSA Non-Exempt

<b>Work Week 1</b>								Work Week 1
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals	
Date								
Regular								
Vacation								
Sick								
Other								
<b>Grand Total</b>								

<b>Work Week 2</b>								Work Week 2
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals	
Date								
Regular								
Vacation								
Sick								
Other								
<b>Grand Total</b>								

I certify that this time sheet is a true statement of time worked and/or leave used.

I certify that the hours for this pay period are for the direct benefit of the projects listed below.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

**Pay Period Totals**

**Pay Period Total Earnings**

<input type="checkbox"/>	R = Regular
<input type="checkbox"/>	C = Compensatory Time (time and 1/2) (Non-Exempt only)
<input type="checkbox"/>	K = Overtime Cash (time and 1/2) (Non-Exempt only)
<input type="checkbox"/>	T = Overtime Cash (straight time) (Non-Exempt only)
<input type="checkbox"/>	U = Compensatory Time (straight time) (Non-Exempt only)
<input type="checkbox"/>	<b>GRAND TOTAL EARNINGS</b>

**Pay Period Total Leave Used**

<input type="checkbox"/>	A = Unpaid Absence
<input type="checkbox"/>	F = Bereavement leave
<input type="checkbox"/>	FA = Family Unpaid Absence (FML only)
<input type="checkbox"/>	FS = Family Sick (FML only)
<input type="checkbox"/>	FV = Family Vacation (FML only)
<input type="checkbox"/>	FX = Flex Salary
<input type="checkbox"/>	H = Holiday
<input type="checkbox"/>	J = Jury Duty
<input type="checkbox"/>	M = Military Duty
<input type="checkbox"/>	N = Compensatory Time Used (Non Exempt only)
<input type="checkbox"/>	S = Sick leave used
<input type="checkbox"/>	V = Vacation leave used
<input type="checkbox"/>	<b>GRAND TOTAL LEAVE USED</b>

**Account Information**

Acct #	Percent
<b>TOTAL = 100%</b>	

**Non-Exempt Employees:** All overtime hours must be pre-approved by the supervisor in writing prior to the hours being worked

**Exempt Employees:** Record presence at work, rather than hours worked, for each day worked. Record actual hours leave time used

**Non-Exempt Student Employees: ALLOWABLE WORK HOURS:** Student employees may work a maximum of 30 hours per work week while school is in session, and up to 40 hours per week all other times. International student employees on an F1 visa may work a maximum of 20 hours per week. Students are not allowed to work over 40 hours per week; if a student inadvertently works more than 40 hours per week, the student employee must be compensated at the rate of one and one-half times the regular rate of pay for cash payment for each hour worked over 40 hours.

**CONCURRENT EMPLOYMENT:** A student who holds one or more campus jobs must schedule work such that the total number of hours is less than 30 hours per work week while school is in session and up to 40 hours per week during all other times.