

**University System of New Hampshire  
Biweekly Record of Time Worked for Operating Staff**

Pay Period Ended \_\_\_\_\_ Pay ID/Pay Peric \_\_\_\_\_

Name \_\_\_\_\_ TSORG \_\_\_\_\_ Dept \_\_\_\_\_  
 Date of Hire \_\_\_\_\_ Position-Suffix \_\_\_\_\_ Phone \_\_\_\_\_  
 Regular Work Week \_\_\_\_\_ (e.g., M-F, 8:00 to 4:30)  
 Regular Lunch Period \_\_\_\_\_

COMMENTS:

<--- Place a Y in this box if you worked your normal expected hours & sign below.

**Explanation of Hours Worked (Under) Expected**

	Earn Code: 310			420		442		see below		950		(L) Time to be Accounted For
	(A) Actual Hours Worked	(B) Normal Expected Hours	(A)-(B)=(C) Actual Over (Under) Expected	Add (D) Additional Hours to be paid	Add (E) Additional Hours Worked/Used	Add (F) Premium Time (Over 40 x 0.5)	Subtract (G) Comp Time Taken	Subtract (H) Earned Time/ Vacation Taken	Subtract (I) Sick Pool Time Taken	Subtract (J) Other Paid Time Off	Subtract (K) Leave Without Pay	
Saturday												-
Sunday												-
Monday												-
Tuesday												-
Wednesday												-
Thursday												-
Friday												-
Saturday												-
Sunday												-
Monday												-
Tuesday												-
Wednesday												-
Thursday												-
Friday												-
TOTALS THIS PERIOD	-	-	-				-	-	-	-	-	-

Enter total hours to be paid out this period

The sum of columns (D) through (L) must equal column (C).

EMPLOYEE: This form is to be completed by employee and submitted to supervisor by the Close of Business on Friday, the payperiod end date.

SUPERVISOR: At UNH - If there are any entries in columns (D), (K), or (L), this form must be sent to their Data Entry Unit by the Close of Business on Friday, the payperiod end date so adjustments can be made to the next paycheck. If at KSC, PSC, CLL or System - If there are any entries in columns (D), (I), (J), (K), or (L), this form must be sent to their Data Entry Unit by the Close of Business on Friday, the payperiod end date so adjustments can be made to the next paycheck.

Retain signed forms in the Data Entry Unit or supervising department for 7 years.

Overtime and Compensatory Time must have supervisor approval prior to being worked.

**Comp Time Calculation**

Balance Forward from Last Report
Excess hours worked/used over regular schedule
Eligible At Premium = 0 Hours X 1.5
Comp Time Taken per column (G)
Total Comp Time Hours Earned (Columns E + F - G)
Additional Hours to be Paid out
ENDING BALANCE TO NEXT REPORT

Note: Comp time must be used or paid out by 6/30 of each year

**Earn Codes to Use**

312 Call-back	CD Compassionate Donation	JD Jury Duty
313 Call-back (holiday)	CO Curtailed Operations	M Military Leave
316 Holiday (worked)	FM Family Med Leave	WC Workers Comp.
317 Standby	HL Holiday	
318 Standby (call in)	SPFL Sick Pool Family Leave	
	SPFLB Sick Pool for Family - Bereavement/Funeral	

**Paid Time Off Codes (Put all that apply)**

**Earned Time Calculation**

Balance Fwd from Last Report
Accrual Rate
Total Earned Time Hours Earned
Earned Time Taken (Col G)
MINIMUM USAGE & OTHER ADJ *
ENDING BALANCE TO NEXT RPT

\*(Attach explanation, calculations and approvals as required)

**Sick Pool Calculation**

Balance Forward from Last Report
Sick Pool Taken per Column (I)
SICK POOL CONVERSION, MINIMUM USAGE & OTHER ADJUSTMENTS *
ENDING BALANCE TO NEXT REPORT

\*(Attach explanation, calculations and approvals as required)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

The signatures on this document serve to verify that accrual of any compensatory time in lieu of overtime payment is the voluntary choice of the employee and in agreement of the supervisor.