



NON-EXEMPT WORK SCHEDULES

The Fair Labor Standards Act has guidelines established to determine which employees are paid overtime after working 40 hrs in a workweek. PS, M&O, Crafts, and College Safety are not exempt from the FLSA and must be paid comp time or overtime after working 40 hrs in a workweek. The Fair Labor Standards Act also requires certain documentation be kept for non-exempt employees.

Per FLSA, employers must account for DAILY & WEEKLY hours worked for non-exempt employees. Our current exception absence reporting system for PS, M&O, Crafts and College Safety employees does not meet the FLSA recordkeeping guidelines.

Attached are examples of documents, which meet FLSA recordkeeping requirements. You may use one of these or design your own document to use in your department. It will not be necessary to mail these in. However, if the Department of Labor audits us, the auditor would be directed to the individual departments to review the recordkeeping documentation. These records must be kept for a period of 3 years.

Hourly temporary employees who also report their time on the on-line punch clock system are also non exempt under the FLSA. However, the on-line punch clock does meet the recordkeeping requirements under FLSA; therefore these employee work schedule examples will not need to be completed for these hourly temporary punch clock employees.

Please pass this information on to others that might have the need to know at your college.



NON-EXEMPT EMPLOYEE DAILY WORK SCHEDULE

Employee _____

Pay period dates: Beginning _____ Ending _____

First week of current pay period

DATE								
DAY	SAT	SUN	MON	TUES	WEDS	THURS	FRI	
START								
LUNCH OUT / IN								
OTHER OUT / IN								WEEKLY TOTAL HOURS
END								
TOTAL HOURS								

Second week of current pay period

DATE								
DAY	SAT	SUN	MON	TUES	WEDS	THURS	FRI	
START								
LUNCH OUT / IN								
OTHER OUT / IN								WEEKLY TOTAL HOURS
END								
TOTAL HOURS								

***EMPLOYEES:** Please enter accurate starting and ending times for all work periods. Entries should be accurate to the hour and minute.

As the employee, I certify that that the above time entries are correct and that the above hours accurately reflect the time worked during this pay period.

Employee's Signature _____

Supervisor's Signature _____