

# INSTRUCTIONS FOR SEMI-MONTHLY LEAVE & OVERTIME REPORTING

**This form must be completed and returned to the Payroll Office twice a month for all non-exempt benefited employees and as necessary for exempt benefited employees.**

Semi-monthly pay periods and due dates are listed below:

The first pay period begins on the 1<sup>st</sup> and ends on the 15<sup>th</sup> of a month. This leave and overtime report must be turned in on the 16<sup>th</sup> of the month for any leave taken during this period of time. If the 16<sup>th</sup> falls on a weekend, then it must be turned in on the next business day.

The second pay period starts on the 16<sup>th</sup> and ends on the last working day of the month. This leave and overtime record must be turned in on the 1<sup>st</sup> of the month. As stated above, if the 1<sup>st</sup> falls on a weekend, then it must be turned in on the next business day.

Work weeks always run from Sunday through Saturday.

**You will begin to record your leave and overtime by the week.**

June 2004						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Example: June 2004

**Pay Date June 30**

1<sup>st</sup> Pay Period: Took Vacation June 4 (8 hr), Sick June 9 (8 hr)

Week 1 June 1 – 5

Vacation 8 hours

Week 2 June 6 – 12

Sick 8 hours

Week 3 June 13 – 15

**Total:**

**Vacation 8 hours Sick 8 hours**

**Pay Date July 15**

2<sup>nd</sup> Pay Period: Took Dep. Sick June 18 (4 hrs), Vac. June 24-30 (40 hrs)

Week 1 June 16 – 19

Dep Sick 4 hours

Week 2 June 20 – 26

Vacation 16 hours

Week 3 June 27 – 30

Vacation 24 hours

**Total:**

**Vacation 40 hours Dep. Sick 4 hours**

Please

record the appropriate dates under the correct week, total the leave and overtime hours, initial by the compensation accrued and no overtime required fields, if applicable.

If you need additional lines, please attach a separate sheet to the form.

Employee and supervisor must sign and date the form.

## FISCAL YEAR END - JUNE 30 - LEAVE AND OVERTIME RECORD FORMS

All forms for annual, sick, overtime, leave without pay, family medical, military, jury duty, funeral, holiday credit and dependent sick not already submitted for the leave taken through June 30, are due to the Business Office by the end of the day **July 1**. (i.e., if you take vacation from June 28-July 3, please turn your leave report for June 28-30 in on July 1 and for the leave taken July 1-3 would be turned in on July 16)