

# Old Dominion University Research Foundation

## Instructions for completing Time sheets

When filling out a time sheet, please be sure to fill out the following information in *black or blue ink only*:

- Employee Name
- UIN or Research Foundation ID number
- Mark the “Yes” or “No” box if you are an ODU state classified employee
- Week 1 section
  - Enter the start and end date for week 1. Please see the Payroll Schedule for the pay period dates.
  - Enter the project number – Please enter the project number in the project (1) line. If you are working on more than one project in a particular week, enter the additional project numbers on line (2) or (3).
  - Record the “in” and “out” times each day you work. *Entering only total hours in a particular day will not be accepted.* If you take a lunch, record the “in” and “out” times before and after the lunch break.
  - Enter the total hours per day for each day worked.
  - Enter the total hours, regular hours, and overtime hours at the end of week 1.
- Week 2 section
  - Enter the start and end date for week 2.
  - Enter the project number – Please enter the project number in (1). If you are working on more than one project in a particular week, enter the additional project numbers on line (2) or (3).
  - Record the “in” and “out” times each day you work. If you take a lunch, record the “in” and “out” times before and after the lunch break.
  - Enter the total hours per day for each day worked.
  - Enter the total hours, regular hours, and overtime hours at the end of week 2.
- Recap section
  - Enter in your project number (s), total hours per project, regular hours, hourly rate, and amount (hours \* hourly rate).
  - Enter in any overtime hours (if applicable), rate, and amount.
  - Enter in any paid annual or sick leave if eligible (for regular status employees only)
- Sign your time sheet
- Have your supervisor approve your time sheet
- If you are also an ODU state classified employee, the Dean or Vice President must approve your time sheet
- Submit your completed time sheet by the due date as stated on the Payroll Schedule.
- Keep copies as needed (for employee and supervisor)

## Overtime Policy

Overtime is calculated at 1 ½ times your regular rate of pay after forty (40) actual hours worked in one week. Additional hours worked when annual, sick, and / or holiday hours are included in the forty (40) hour work week will be calculated at your regular rate of pay. For example, if you took eight (8) hours annual leave on Monday and worked thirty-six (36) hours the rest of the week for a total of forty-four (44) hours, you will be paid eight (8) annual leave hours and thirty-six (36) hours at your regular rate of pay. Please refer to your ODU Research Foundation employee handbook for additional information regarding the overtime policy.

## Leave Request Form (for fully benefited hourly employees only)

In addition to entering annual or sick leave taken on the time sheet, please be sure to fill out the following information on a leave request form and submit it to the Research Foundation:

- Name
- Social Security number
- Type of Leave requested
- Number of Hours
- Leave request date
- Your employee signature
- Explanation of absence if leave other than annual is taken
- Your supervisor's signature
- Attach the leave request form to time sheet

## Missing Signatures

If an employee's signature or supervisor's signature is missing from the time sheet, your pay check will be held at the Research Foundation. If an employee has direct deposit, the direct deposit will be *suspended* for the current payroll. Once a signature is furnished, your pay check will be released.

Incomplete time sheets with missing project numbers, starting and ending period date, "in" and "out" times, and / or signatures may delay the processing of your time sheet. ***Time sheets received after the deadline (as stated on the Payroll Schedule) will be processed with the next payroll cycle.***