

Instructions for Completing Monthly Work Record Non-Exempt Salaried Employees

All non-exempt salaried employees at Shepherd University are required to complete a Monthly Work Record. Salaried employees are those who are not hourly employees; they do not complete time sheets. Non-exempt refers to the Fair Labor Standards Act. One of the impacts of being non-exempt is that the employee is paid overtime when worked.

Please include all requested information (Name, Position, Department, Month and Year) at the top of the page.

The form has three columns: Days of Month, Hours Worked, and Miscellaneous.

- The Days of Month column indicates the date of whichever month the form is being completed. For example, if the first work day of the month is the 3rd of the month, the employee would mark the first two days as weekend days or whatever the case may be and then start showing hours worked on the 3rd day.
- In the Hours Worked column, employees should enter the number of regular hours worked per day (for example, 7.5 hours). It is not necessary to list the times that work began and ended.
- The Miscellaneous column is to be used to explain anything outside of the regular work day (Sick Leave, Annual Leave, Holiday Time Off, Compensatory Time Off, or other notes pertinent to hours worked).

EXAMPLE

| DAYS OF MONTH | HOURS WORKED | MISCELLANEOUS |
|---------------|--------------|------------------|
| 1 | Sunday | |
| 2 | - | 7.5 S/L |
| 3 | 7.5 | |
| 4 | 4 | 3.5 A/L |
| 5 | 5 | 2.5 Late Opening |
| 6 | 6 | 1.5 Comp |
| 7 | Saturday | |

Completed Monthly Work Records must be signed by the employee and the employee's immediate supervisor and sent to the Human Resources Office.