

NAME		UF ID		ASSIGNMENT ACCT		POSITION NO		ENDING DATE		TKL		ASSIGN ID		P/R ID	
1st WEEK				2nd WEEK				EARNED HRS.		1st WEEK		2nd WEEK			
FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	HOURS	MIN
IN														1	
OUT														2	
IN														3	
OUT														4	
IN														5	
OUT														6	
IN														7	
OUT														8	
TOTAL															
<p>I confirm that the hours shown on this card accurately reflect time worked or to be worked and/or time earned for pay purposes during the period indicated. I understand that falsification of this time worked and/or leave record is cause for immediate dismissal. To be worked hours shown on this card will be adjusted, if necessary, on the next paycheck.</p> <p>I confirm that this employee's effort has been expended on the account shown hereon equal to effort required for compensation purposes, except where the activity reports may reflect effort in another account.</p>															
<p>EMPLOYEE'S SIGNATURE _____</p> <p>SUPERVISOR'S SIGNATURE _____</p>															
<p>TOTAL PAY PERIOD HOURS</p>															
<p>Regular Hours Min Type Over Time Hours Min Terminal Lv Hours Min Differential Min Code</p>															
<p>9 10 11</p>															

University of Florida
Included Employee Time Card
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UNIVERSITY OF FLORIDA

Employee Time Card Instructions

Included and Excluded Status

All classifications in the USPS pay plan are designated by the Board of Trustees as either “nonexempt” for overtime payment eligibility (included) or “exempt” from such payment (excluded). Classifications that are primarily executive, administrative, or professional—as defined by the Federal Fair Labor Standards Act—are designated “excluded.” All other classifications are designated “included.”

Included Employee Time Card

Every employee in the included classification must account for all regularly scheduled work hours in the workweek on an included employee time card as each starting and stopping occurs. The authorized fifteen-minute morning and afternoon work breaks are recorded on the time card as time worked

Included employees are required to complete, sign, and submit their time cards to the supervisor for signature and approval in order to receive payment for wages. The submission date sent by the supervisor must be complied with to receive timely wage payment. Willful falsification of time cards is cause for immediate dismissal.

Time Worked

Employees should enter the actual time they started and stopped on the time card for each scheduled work day of the pay period. Each work week ends at 12 midnight on Thursday. All hours worked must be totaled at the end of the work day and the total shall be rounded to the nearest quarter of an hour stated in minutes in accordance with the table below:

Minutes Worked	Round to	
0 – 7		00
8 – 22		15
23 – 37		30
38 – 52		45
53 – 60		60

Hours worked should be totaled by week and included in the weekly summary column of the time card.

Recording Holidays, Leave Used, Compensatory Time Earned, and Leave Without Pay (LWOP)

For each regularly scheduled workday that is not worked due to holiday or authorized leave, enter one of

the following codes on the time card denoting entitlement to pay in lieu of the regularly scheduled hours of work.

- H - Holiday
- PH - Personal Holiday
- A - Administrative Leave
- V - Vacation or Annual Leave
- S - Sick Leave
- SCU - Special Compensatory Leave Used
- OCU - Overtime Compensatory Leave Used
- WC - Workers' Compensation
- DL - Disability Leave (First 40 hours of WC-related injury)

The following codes denote compensatory leave earned and leave without pay:

- SCE - Special Compensatory Leave Earned
- OCE - Overtime Compensatory Leave Earned (OCE accrues at the rate of 1½ times the actual hours worked. Record only actual hours worked on the time card.)
- LWOP - Leave Without Pay

Weekly Totals

Hours should be totaled by week on the time card by the categories shown on the time card.

Summary Totals

The total hours to be paid should be totaled by regular hours and overtime hours. Hours eligible to be counted as overtime are only those hours of actual worked required to be performed by an employee beyond 40 hours in the workweek. All overtime must be pre-approved except in the case of bona fide emergencies. The overtime type and reason codes must be shown for all overtime work to be paid.

Terminal leave hours represent unpaid annual leave to be paid after the termination date. Time subject to differential pay should be totaled and the appropriate code denoted.

Time Card Retention

Time cards are to be kept in a secure place for three years or until audits have been released.