

# Eastern Washington University

<input type="checkbox"/> Eligible for Overtime <input type="checkbox"/> Not Eligible for Overtime
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Exempt (eligible and not eligible for overtime)  
 Time Sheet for Month of \_\_\_\_\_ 20\_\_\_\_

**Instructions:**

1. If the employee is eligible for overtime, he/she must submit a time report for each pay period showing regular hours worked.
2. If the employee is not eligible for overtime, he/she must submit a time report only if there is paid leave or leave without pay.
3. Daily entries must be in hours and decimals. Please type or use black/blue pen.
4. For comp time earned, enter actual comp time hours worked by date. Multiply actual hours by 1.5 and enter the result in the total column at the left.

Name \_\_\_\_\_ EWU ID \_\_\_\_\_  
Last First MI

Department \_\_\_\_\_ Percent of Time \_\_\_\_\_ Days Off \_\_\_\_\_  
Phone Number

		Earn Code	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Regular Time	Regular Time Worked	HRS																
Paid Leave Taken	Vacation Leave	VAC																
	Sick Leave	CSL																
	Personal Holiday	PH																
	Compensatory Time Taken	CMP																
	Civil/Jury Leave	CLV																
	Bereavement Leave Taken	BLV																
	Military Leave	MLV																
	Other Paid Leave	OPL																
	Shared Leave	Shared Leave Taken	SLT															
Leave Without Pay	Leave Without Pay - Cyclic	LWC																
	Leave Without Pay - Other	LWO																
Additional Pay	Straight Time Pay	STP																
Comp Time Earned	Comp Time Earned - 1.5 Rate	CTE																
	Comp Time Earned - Straight Time	CT1																

Employee's Signature I certify the above record is true and correct	Date
Supervisor's Signature I certify the above record is true and correct	Date