

### Time Tracking Sheet for Non-Exempt Employees

<b>Employee Name:</b>
<b>Workday ID:</b>
<b>Base Hourly Rate:</b>
<b>Overtime Rate:</b>
<b>Current Department:</b>

Day & Date (MM/DD/YYYY)	Start Time - End Time Hours Worked	Total Holiday & Leave	Total Hours
Saturday: 12/28/2024			
Sunday: 12/29/2024			
Monday: 12/30/2024 (Holiday)			
Tuesday: 12/31/2024 (Holiday)			
Wednesday: 01/01/2025 (Holiday)			
Thursday: 01/02/2025			
Friday: 01/03/2025			
<b>Total</b>			

Day & Date (MM/DD/YYYY)	Start Time - End Time Hours worked	Total Holiday & Leave	Total Hours
Saturday: 01/04/2025			
Sunday: 01/05/2025			
Monday: 01/06/2025			
Tuesday: 01/07/2025			
Wednesday: 01/08/2025			
Thursday: 01/09/2025			
Friday: 01/10/2025			
<b>Total</b>			

One-Time Payment or Compensatory Time Earned:    OTP     CTE

**Additional Information:**

One-Time Payments (OTPs) or compensatory time shall be used to compensate employees for overtime hours worked. The overtime rate must be paid accurately, adhering to the Fair Labor Standards Act (FLSA) requirement to calculate the new rate as part of the base rate. Start and end time of hours worked assumes 30 minutes for lunch for time blocks greater than 5 hours.

**Signatures:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send to your HR Analyst by close of business on January 14, 2025.