INSTRUCTIONS FOR PREPARATION OF THE COLORADO STATE UNIVERSITY
TIME SHEET AND OVERTIME FORM

OVERTIME ELIGIBLE SALARIED EMPLOYEES

Recording Time Worked

Time worked by employees eligible for overtime as well as any leaves taken, should be recorded on the Time Sheet and Overtime Form (example of how this form might be used is included later in this section). Overtime worked will be accrued and recorded as outlined in Section 1, General Provisions, Overtime. If time off is granted to compensate for more than 8 hours on a previous day of the work week, then the time worked may be less than 8 hours. If time off is granted as compensatory time for unpaid overtime then the number of hours of compensatory time and time worked should be recorded. Time worked should be recorded in whole and tenths of hours. See Hourly Payroll Minute to Decimal Conversion Chart in this section.

Recording Leave

All leave should be recorded using the codes shown on the bottom of the form.

Recording Shift Differential

Supervisors should place the letters "SD" above the applicable hours recorded each day for personnel working on authorized shift differential pay. If the individual was on holiday or any type of authorized leave, the "SD" should not be entered.

Recording Compensatory Time

Supervisors should record the actual hours of compensatory time granted and taken and identify such time with the letters "CT". One and one-half hours of compensatory time are required to compensate for each hour of overtime worked when compensatory time is given after the week in which the overtime was worked. "CT" will not be used to record time off when given to balance overtime worked another day during the same week since such time is "equivalent hours" and designated as "time off".

Time Conversion

The form requires recording in tenths of an hour. The Hourly Payroll Minute to Decimal Conversion Chart should be used to convert minutes to tenths of an hour.

Computation of Weekly Totals

The total hours actually worked plus hours of authorized leave (including compensatory time but excluding time off) should be computed and recorded on the form. The first 40 hours are considered regular hours and any additional hours are considered overtime hours. Any compensatory time hours taken should be recorded and noted as such for that day. This form need not be maintained for State classified hourly personnel.

EXEMPT SALARIED EMPLOYEES

If the employee is exempt from overtime, no additional information is required and this Form should be filed in the department’s administrative section. Do not report daily work hours for exempt employees. This Form may be used for exempt employees however, to record the usage of various types of leaves to supplement the leave request form which is typically completed in advance of the date the leave is actually taken.