

## MEMORANDUM

To: Personnel Administrators and Supervisors

From: Dennis F. Dougherty

Date: October 19, 2001

Subject: Time Records for Non-Exempt Staff Employees

Attached are copies of timesheets developed to assist you in meeting state and federal timekeeping requirements for non-exempt staff employees. These timesheets have been designed to make your department's responsibilities for timekeeping as simple as possible while still conforming to governmental regulations. The U.S. Department of Labor and the California Industrial Welfare Commission require that accurate time records be kept for non-exempt employees. Accurate records must include when the non-exempt employee begins and ends each work period, meal periods, split shift intervals and total daily hours, as well as the total hours worked each week. Prompt payment for overtime is required and must be included in the biweekly pay period following the pay period in which the overtime is worked.

You may use the forms as they are presented or customize the monthly time record for the particular needs of your department. Customized forms require review by University Personnel Services. Those offices will assist you in assuring the forms or automated timekeeping systems you use are in compliance with legal requirements. All new or existing timekeeping forms or methods used in your department to record work hours should be forwarded to Personnel Services. On the University Park campus, contact Sharon Haymond, Manager of Personnel Services, Policies and Procedures at haymond@usc.edu or (213) 740-7953; or on the Health Sciences campus, contact Maria Chacon, Director of Personnel Services at mchacon@usc.edu or (323) 442-1010.

### Attachments

cc: Steven B. Sample  
Lloyd Armstrong, Jr.  
Alan Kreditor  
Jane G. Pisano  
Stephen J. Ryan  
Deans, Directors, Vice Presidents  
Home Department Coordinators  
Senior Business Officers

## **Monthly Time Record**

The Monthly Time Record is the simplest timesheet and may be the most convenient form for those non-exempt staff employees who seldom work overtime. The supervisor must sign the completed form monthly. Copies of timekeeping records must be retained for six years. When a non-exempt employee works overtime (more than 8 hours in a given day or 40 hours in a given work week), the Biweekly Time Report must be completed to document and process payment of overtime. The biweekly pay schedules are available from your Home Department Coordinator or the University Payroll Services Web page ([www.usc.edu/payroll](http://www.usc.edu/payroll)).

Electronic files of these timesheets are available in the Standard Letters and Forms section of the University Policies Web page ([policies.usc.edu](http://policies.usc.edu)) in both MS Word and Adobe Acrobat formats. The forms may be printed out and completed by hand or used as computer forms.

The monthly time record may be customized to better suit your department needs, but Personnel Services must approve any substantive changes. For assistance, please contact Sharon Haymond, Manager of Personnel Services, Policies and Procedures on the University Park campus at [haymond@usc.edu](mailto:haymond@usc.edu) or (213) 740-7953; or on the Health Sciences campus, contact Maria Chacon, Director of Personnel Services at [mchacon@usc.edu](mailto:mchacon@usc.edu) or (323) 442-1010.

## **Biweekly Time Report**

For non-exempt employees who frequently work overtime, the Biweekly Time Report may be the more convenient form for the standard timekeeping record. Please begin using this new form immediately. After January 1 (for the pay period beginning December 27, 2001), University Payroll Services will accept only this new standard form for processing payment of student wages and overtime payments for non-exempt staff employees.

Electronic files of these timesheets are available in the Standard Letters and Forms section of the University Policies Web page ([policies.usc.edu](http://policies.usc.edu)) in both MS Word and Adobe Acrobat formats. The forms may be printed out and completed by hand or used as computer forms.

Printed copies of the Biweekly Time Report are available from AIS–FBIS Support Group, Kaprielian Hall, Room 404, or by faxing a written request to (213) 740-9024. Home Department Coordinators may generate pre-printed Biweekly Time Reports from the Payroll/Personnel/Benefits System. If you have questions about the Biweekly Time Reports, please contact Vivian Chiang, Manager of University Payroll Services, at [vchiang@usc.edu](mailto:vchiang@usc.edu) or (213) 740-8855.