



# Semi-Monthly Timesheet

Beginning Date: February 1, 2024  
Ending Date: February 15, 2024

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Hours Worked	
Week 1								
Mon								
Tues								
Wed								
Thurs	02/01/24							
Fri	02/02/24							
Sat	02/03/24							
Sun	02/04/24							
Week 1 Total							Regular	Overtime

Employee Name: \_\_\_\_\_

WKU ID: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Instructions:** The Fair Labor Standards Act and the Commonwealth of Kentucky labor laws require that a record of hours worked on a weekly basis be maintained for all non-exempt employees. While semi-monthly employees are paid on the 15th and at the end of each month, time worked must be documented on a weekly basis. The official workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday (reference HR policy 4.400, Hours Worked and Overtime Compensation for additional guidance). Time should be rounded to the nearest quarter hour.

For days not actually worked, enter the appropriate code as follows: V=Vacation Leave, S=Medical/Sick Leave;

W=Leave without pay; H=Holiday

Important: This form is not used for official reporting of vacation and medical/sick leave. All paid time off should be reported in TopNet.

**Overtime Payment** – Any overtime due in a given week must be paid in the employee’s next paycheck (15th or end of month) available. In order to make an overtime payment or to pay for time between 37.5 and 40 hours, a Form 16 must be prepared and forwarded to the Payroll Office.

**Compensatory Time** - Compensatory time is not allowed by either state law or University policy. All hours worked must be paid at either the regular or overtime rate as applicable.

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Hours Worked	
Week 2								
Mon	02/05/24							
Tues	02/06/24							
Wed	02/07/24							
Thurs	02/08/24							
Fri	02/09/24							
Sat	02/10/24							
Sun	02/11/24							
Week 2 Total							Regular	Overtime

Pay Week Totals			
	Reg Hours up to 37.5	Hours >37.5 up to 40**	Hours over 40**
Jan 29 - Feb 4			
Feb 5 - 11			
Feb 12 - 15			

\*\*Report all hours above 37.5 on Form 16

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Hours Worked	
Week 3								
Mon	02/12/24							
Tues	02/13/24							
Wed	02/14/24							
Thurs	02/15/24							
Fri								
Sat								
Sun								
Week 3 Total							Regular	Overtime

I certify that this record is accurate and accounts for my time during the indicated period.

Employee Signature: \_\_\_\_\_

I certify that the hours recorded and coded on this form are correct to the best of my knowledge and are in accordance with University policy.

Supervisor Signature: \_\_\_\_\_

Department/Unit Heads are responsible for maintaining this record in **departmental files** on each covered employee for a period of **three (3) years**. These records may be checked for compliance at anytime by the Department of Human Resources or by the Internal Auditor.