

**SOUTHSIDE VIRGINIA COMMUNITY COLLEGE NON-EXEMPT WEEKLY TIMESHEET**

**EMPLOYEE:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Campus:** Christanna **Department:** Finance/Business Office

Day of Week	<i>FRI</i>	<i>SAT</i>	<i>SUN</i>	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THUR</i>	TOTALS
DATE		1/1/00	1/2/00	1/3/00	1/4/00	1/5/00	1/6/00	
Hours Scheduled to Work	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>40</b> SCHED

Hours Scheduled to Work are **required** - Please Complete "Regular Scheduled Hours" section at the bottom of this timesheet.

Actual Hours Worked	0	0	0	0	0	0	0	0	0	WRKD
1. Type of Leave										
Hours Leave Taken									0	LEAVE
2. Type of Leave										
Hours Leave Taken									0	LEAVE
Total Hrs. Worked + Lv. Taken	0	0	0	0	0	0	0	0	0	TOTAL

**OVERTIME / COMPENSATORY LEAVE EARNED WILL BE COMPUTED BY HUMAN RESOURCES / LEAVE COORDINATOR**

COMP LEAVE EARNED (CE)										
OVERTIME LEAVE EARNED (OE)										

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature certifies accuracy of hours worked and leave taken or earned as recorded. Supervisor's signature verifies approval for hours worked and leave taken or earned.

**SICK LEAVE - VSDP**

- SP = SICK PERSONAL TAKEN
- FP = FAMILY PERSONAL TAKEN
- DC = DISABILITY CREDIT USAGE
- SD = SHORT TERM DISABILITY USAGE

**SICK LEAVE - TRADITIONAL**

- SP = SICK PERSONAL TAKEN
- SF = SICK FAMILY TAKEN

**LEAVE TAKEN**

- AT = ANNUAL LEAVE TAKEN
- BT = BONUS LEAVE TAKEN
- CT = COMPENSATORY LEAVE TAKEN
- CS = COMMUNITY SERVICE/SCHOOL ASSIST
- ET = EDUCATIONAL LEAVE TAKEN
- JT = ADMINISTRATIVE LEAVE TAKEN
- MT = MILITARY LEAVE TAKEN
- OT = OTHER LEAVE - Do Not Use For OVERTIME
- OX = OVERTIME LEAVE TAKEN
- RT = RECOGNITION LEAVE TAKEN

Regular Scheduled Hours			
	Begin	End	Total Hrs.
Monday	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>8.0</b>
Tuesday	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>8.0</b>
Wednesday	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>8.0</b>
Thursday	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>8.0</b>
Friday	<b>8:00 AM</b>	<b>4:30 PM</b>	<b>8.0</b>
Saturday	<b>0</b>	<b>0</b>	<b>0.0</b>
Sunday	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Example:</b>	Begin	End	Total Hrs.
Monday	8:00 AM	4:30 PM	<b>8.0</b>

CONVERSION TABLE -	0 - 5 min.	0.0	12 - 17 min.	0.2	24 - 29 min.	0.4	36 - 41 min.	0.6	48 - 53 min.	0.8
Six mins. = one tenth of an hour	6 - 11 min.	0.1	18 - 23 min.	0.3	30 - 35 min.	0.5	42 - 47 min.	0.7	54 - 59 min.	0.9