

# Cornell College Hourly Monthly Time Card

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

Month: \_\_\_\_\_

Department: \_\_\_\_\_

Year: \_\_\_\_\_

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total hrs worked	Description of Hours NOT Worked	For Business Office Use ONLY				
									PBT	UT	OT	ST	

The Cornell pay period is one month. The Cornell work week is from 6:00 AM Sunday to 6:00 AM the following Sunday. Please submit this card to the Business Office on completion.

**I certify that the above-reported hours are correct:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Department Head

**Please enter ONLY the number of hours you worked on each date.  
A full day off should be accounted for by a V (vacation) H (holiday) or S (sick).  
Days worked less than 7.5 hours, describe unworked hours in designated area.  
The "total box" should indicate the number of hours you actually worked.**

## Non-Exempt Hourly Support Staff

Non-exempt hourly support staff are required by the Fair Labor Standards Act to complete time cards. To comply with this regulation, the hours worked each day need to be recorded on the time card which is signed by the employee and approved by the supervisor, and submitted to the Human Resources Office.

### Full-time Regular

The pay period for full-time regular hourly employees is from the first of the month to the end of the month. Time cards must be submitted to the Human Resources Office during the **first week** of the following month. Full-time regular employees are paid on a constant base number of hours (162.50) for the current month worked, with any adjustments from the prior month included. The following illustrates how the monthly base hours are calculated:

$$37.50 \text{ hours per week} \times 52 \text{ weeks per year} = 1950 \text{ hours per year}$$

$$1950 \text{ hours per year} \div 12 \text{ months per year} = 162.50 \text{ hours per month}$$

The normal work week is 37.50 hours, paid at straight time. Hours worked beyond 37.50, but less than 40 hours per week, will be compensated at straight time or compensatory time off. Any hours worked in excess of 40 will be compensated by overtime pay or compensatory time off, at time and one-half. Compensatory time off or overtime pay must occur within the month's pay period. Time cards must reflect compensatory time off or overtime worked. Overtime work must be authorized in advance and approved by the supervisor.

Questions regarding time cards should be directed to the Human Resources Office.

### Part-time Regular

The pay period for part-time hourly employees ends the third Saturday of the month. Time cards must be submitted to the HR Office **by noon** on the following Monday.