

NEW TIMESHEET FOR COLLEGE HOURLY STAFF QUESTIONS AND ANSWERS

What is different about the new timesheet?

New Hampshire's wage and hour regulations require employers to keep records of the actual time that an employee works each day. The new timesheet contains space for employees to record the time of day that they begin and end their work hours, as well as any breaks taken, using "sign in" and "sign out" columns.

Why is this required?

The legal requirement is aimed to protect employees by insuring that employees are accurately paid for all hours worked.

Why are some staff required to fill out timesheets and others are not?

The requirement to keep track of hours worked for some employees comes from the Fair Labor Standards Act (FLSA). Under the FLSA, employees in positions classified as "exempt" or "salaried" are paid a fixed salary regardless of how many hours it takes them to perform their assignments. Exempt employees do not receive overtime pay or additional compensation for working more than 40 hours in a given week, and thus it is not necessary for them to record their time worked. However, under the FLSA, "non-exempt" staff must be paid for each hour, or increment thereof, worked. As such, employers are required to keep a record of the hours each "non-exempt" employee works and use those records to calculate pay, including overtime, due to the employee.

What happens if I start/leave a few minutes earlier or later than my scheduled time of arrival/departure?

You should record the times you start and end work. For example, if you arrive and start work at 8:05 a.m., record that time, and if you end work at 4:40 p.m., record that time as well. You will be paid for all hours that you work.

If I arrive at my place of work earlier than my scheduled work day because of my transportation schedule, what time should I record on my timesheet as "sign in" time?

Unless you have approval from your supervisor to begin your work day earlier, you are expected to "sign in" and begin working at your scheduled starting time. If you arrive at your work site earlier for your own personal reasons, that time would not normally be paid time and you should consider that time to be the same as remaining on site during an unpaid meal period. In sum, unless you are directed to do so by your supervisor, you should not be working prior to your scheduled starting time.

When am I required to sign out on my timesheet?

You will sign out whenever you stop working during the work day, whether that is to take an unpaid meal break or to attend a personal appointment, and then sign back in when you return. You will also sign out when you have completed working for the day.

What if I have more than one break period during the day?

If you have more than one break during the day, you should record the times “in” and “out” for each break. See the example below.

WEEK 1	HOURS WORKED						Standard
	Sign in (H:MM)	Sign out (H:MM)	Sign in (H:MM)	Sign out (H:MM)	Sign in (H:MM)	Sign out (H:MM)	
SUN							
MON	8:00 AM	11:30 AM	12:00 PM	3:30 PM	4:30 PM	5:00 PM	7.50

Do I need to sign out for informal break periods, such as getting a cup of coffee?

Short unscheduled break periods are generally paid and do not need to be recorded as time away from work. If you are unclear about your department’s protocol on informal paid break times, consult your supervisor.

What happens if I eat my lunch at my desk?

Under College policy and state law, each hourly employee who works more than five (5) consecutive hours must be provided with at least a 30-minute unpaid lunch or meal period. The College expects that each employee who works more than 5 hours in a day will have a meal or break period. The College expects that employees will not normally be eating lunch while they are working. Employees should sign out at the beginning of the break and sign back in when the break is over. The time of the designated unpaid meal break and time allotted is normally determined by the supervisor or manager. In the rare case where it is necessary to work through a break/lunch period, it must be authorized by the supervisor or manager in accordance with your department’s protocol and an employee must be paid for all hours worked.

Do I enter my vacation or personal time any differently on the new timesheet?

The in/out portion of the timesheet is only used to record hours actually worked, not hours paid that are considered “benefit” hours. For each day that you are using benefit hours (holiday, personal, vacation, or other), indicate the total amount of benefit hours allotted to each category.

When should I be recording my time on the timesheet?

You should record your “in” and “out” times for beginning and ending work as well as any breaks on a daily basis.

Who should I contact if I have questions on how to complete the new timesheet?

You should contact Employee Information Services at Employee.Information.Services@Dartmouth.edu or 603-646-2697 with questions.