NORTHWESTERN STATE UNIVERSITY
WAGES OF LABOR HOURLY
TIME AND ATTENDANCE REPORT

TIMEKEEPING ORG: _____ PAYROLL ID: __BW__ PAYROLL #: _____ PERIOD: _____ to _____

                                                                 Begin Date   End Date

FROM: _____ CWID#: _____ POSITION #: _____

Employee (Last Name, First Name)

BUDGET UNIT/INDEX TITLE: _____ INDEX CODE: _____

Week 1			Week 2		
Day	**Regular Hrs Worked**	[2] **FSLA Actual Overtime Hrs Worked**	**Day**	**Regular Hrs Worked**	[2] **FSLA Actual Overtime Hrs Worked**
Mon			Mon		
Tues			Tues		
Wed			Wed		
Thurs			Thurs		
Fri			Fri		
Sat			Sat		
Sun			Sun		
Total Hours			**Total Hours**		

[1] *Time should be entered in half hour (.50) increments.*
[2] *Always enter the __actual__ hours worked for Overtime.*

Total Week 1 Regular Hours, and enter as Week 1 Regular Hours: _____ Earn Code: __100__

Total Week 1 FSLA Overtime Hours, and enter as Week 1 FSLA Overtime Hours: _____ Earn Code: __151__

Total Week 2 Regular Hours, and enter as Week 2 Regular Hours: _____ Earn Code: __100__

Total Week 2 FSLA Overtime Hours, and enter as Week 2 FSLA Overtime Hours: _____ Earn Code: __151__

Grand Total Hours: _____

NOTE: *To receive FSLA Overtime hours, overtime paid at the rate of one and one half (1.5) times regular hourly rate, you must work more than 40 hours in a work week. If the employee has not worked more than 40 hours within the work week, overtime is not paid. All hours will be paid at the employee's regular rate of pay and be entered as regular pay.*

** **EMPLOYEE'S CERTIFICATION** **

I certify that I have worked the hours entered above.

EMPLOYEE: _____

                       Signature   Date

*************************************** **SUPERVISOR'S CERTIFICATION** **

I certify the above named Employee has worked the hours entered above.

SUPERVISOR: _____

                        Signature   Date

*** **TIME ENTRY SECTION** ***

TIMEKEEPER: _____ DATE: _____

                       Signature

Entered in the effective Pay Period: _____ Yes _____ No

APPROVER: _____ DATE: _____

                    Signature

WAGES OF LABOR HOURLY TIME AND ATTENDANCE REPORT
RESPONSIBILITIES

Item #	Description	By
1.	Enter Timekeeping Organization code. *(Note: This is the timekeeping location number designated for time and attendance reporting.)*	Employee
2.	Enter Payroll Number	Employee
3.	Enter Pay Period begin date and end date.	Employee
4.	Enter Employee Name. (Last name 1st)	Employee
5.	Enter Employee Campus Wide ID (CWID)	Employee
6.	Enter Employee Banner Position Number	Employee
7.	Enter the Title of Budget Unit/Index where employee works	Employee
8.	Enter Budget Unit/Index Code where employee works *(Note: The Budget Unit/Index Code can be found in the Banner Finance Chart of Accounts for Operating Ledger in section II-3-A. Index Code (Budget Unit Account Code).)*	Employee
9.	Enter the Regular Hours Worked and the FLSA Overtime Hours Worked (if any) for each day of Week 1. *For Holiday enter H.*	Employee
10.	Enter the Regular Hours Worked and the FLSA Overtime Hours Worked (if any) for each day of Week 2.	Employee
11.	Based on the Total Regular Hours for Week 1, enter the Total Week 1 Regular Hours	Employee
12.	Based on the Total FLSA Overtime Hours for Week 1, Enter the Total Week 1 FLSA Overtime Hours (if any)	Employee
13.	Based on the Total Regular Hours for Week 2, Enter the Total Week 2 Regular Hours	Employee
14.	Based on the FLSA Overtime Hours for Week 2, Enter the Total Week 2 FLSA Overtime Hours (if any)	Employee
15.	Enter the Grand Total Hours	Employee
16.	At the end of Week, employee signs and dates, attesting that all regular hours and overtime hours were prior approved and duties performed.	Employee
17.	Date of employee's signature	Employee
18.	At the end of Week, Supervisor signs and dates, attesting that regular and overtime hours were prior approval and duties performed and forwards to timekeeper.	Supervisor
19.	Date of supervisor's signature	Supervisor
20.	Timekeeper, after checking accuracy of Regular Hours Worked and FLSA Overtime Hours Worked, enter time in "Banner Timesheet".	Timekeeper
21.	Verifies time was enter within the effective Pay Period	Timekeeper
22.	Forward to the Approver	Timekeeper
23.	Verifies accuracy of Timekeeper's entries, and approve in "Banner Timesheet."	Approver
24.	Signs and dates completed verified form.	Approver
25.	Files form in departmental file.	Approver