

The University of North Carolina at Greensboro
Monthly Time Leave Record
For SHRA Non-Exempt Employees

Work Week 1 Day Date	Hours Worked				Coded Hours Not Worked				Report Extra Time				
	Regular	SP	HP	OC	CB 1.5	CB 1.0	CU	V	S	CI	BL	H	Other
Sun 12/31													
Mon 1/1												8.00	
Tue 1/2	8.00												
Wed 1/3	8.00												
Thu 1/4	8.00												
Fri 1/5	8.00												
Sat 1/6												8.00	
Total	32.00												

Work Week 2 Day Date	Hours Worked				Coded Hours Not Worked				Report Extra Time				
	Regular	SP	HP	OC	CB 1.5	CB 1.0	CU	V	S	CI	BL	H	Other
Sun 1/7													
Mon 1/8	8.00												
Tue 1/9	8.00												
Wed 1/10	8.00												
Thu 1/11	8.00												
Fri 1/12	8.00												
Sat 1/13													
Total	40.00												

Work Week 3 Day Date	Hours Worked				Coded Hours Not Worked				Report Extra Time				
	Regular	SP	HP	OC	CB 1.5	CB 1.0	CU	V	S	CI	BL	H	Other
Sun 1/14													
Mon 1/15													
Tue 1/16	8.00											8.00	
Wed 1/17													
Thu 1/18													
Fri 1/19	4.00												
Sat 1/20													
Total	12.00											8.00	

Work Week 4 Day Date	Hours Worked				Coded Hours Not Worked				Report Extra Time				
	Regular	SP	HP	OC	CB 1.5	CB 1.0	CU	V	S	CI	BL	H	Other
Sun 1/21													
Mon 1/22	10.00												
Tue 1/23	10.00												
Wed 1/24	10.00												
Thu 1/25	10.00												
Fri 1/26	10.00						15.00						
Sat 1/27							15.00						
Total	50.00												

Work Week 5 Day Date	Hours Worked				Coded Hours Not Worked				Report Extra Time				
	Regular	SP	HP	OC	CB 1.5	CB 1.0	CU	V	S	CI	BL	H	Other
Sun 1/28													
Mon 1/29	8.00												
Tue 1/30													
Wed 1/31	10.00												
Thu 2/1	10.00												
Fri 2/2	10.00						5.00						
Sat 2/3							5.00						
Total	38.00												

* Maximum unused comp time cannot exceed 240 hours for full time employees. Maximum is prorated for less than 1 FTE
** Please note: Time must be accounted for in quarter increments per day.
<https://hrs.uncc.edu/Policies/>

EMPLOYEE NAME: Sprio
Banner ID: 123456789
Timesheet Ora Number: 58401
FTE: 1 SP 0 DC 0
PY MONTH: February (2018)
BEGIN: 12/31/2017
END: 2/3/2018

Comp Time Record	0.00	Adverse Weather	0.00
Unused CT	0.00	AU to Makeup	20.00
CT @ 1+1/2 (actual)	15.00	AU Used	20.00
CT @ 1.0 (actual)	6.00	AM Make Up	20.00
CT Used this period	20.00	AWLW	0.00
Remaining comp time	1.00	Remaining AU	0.00

EarnCD	Description	CD	Hours	Banner
*030	Shift Pay 10%	SP		
*034	Shift Pay 15%	SP		
*042	Shift Pay 25%	SP		
088	Straight Comp Time	Comp	6.00	
089	Comp at 1+1/2	Comp	15.00	
070	Comp Time Used	CU	20.00	
*075	Comp paid out	HP		
*080	Holiday Premium	OC		
*084	On Call Pay#4	OC		
*085	On Call Pay#2	OC		
*086	On Call Pay#3	OC		
*087	Call Back 1+1/2	CB 1.5		
*088	Call Back Straight Time	CB 1.0		
090	Overtime Paid 1+1/2	O		
Emergency Closure	EC			
*150	Holiday Pay Out	HP		
167	Military Leave	M		
170	Vac Leave Pay	V		
180	Sick Leave Pay	S	8.00	
185	Bonus Leave	BL		
189	Comm Inv Lv	CI		
188	Annual Special Leave	AL		
197	Disaster Relief	DR		
Civil Leave	CL			
185	Adverse Weather Used	AU	20.00	
188	Adverse Weather Makeup	AM	20.00	
*4.5	Leave Without Pay	LW		
*4.7	Adverse Weather LWOP	AWLW		
Combined Total			84.00	

*If applicable must match total on PHATIME and PHETIME

Employee Signature: _____ Date: _____
I have reviewed and certify that the above information is correct to the best of my knowledge.
Department Head/Supervisor Signature: _____ Date: _____