

SUMMER FLEX 2021 TIME SHEET SAMPLES

PLEASE BE SURE TO KEEP THIS GUIDE READILY AVAILABLE

As the Summer Flex 2021 schedule unfolds, we want to ensure that hours are captured accurately within the HR-Assist (HRA) database relative to the impact on employees' Leave Balances.

Since this is a new process, we are providing samples of how a timesheet should appear within HRA based upon the following 3 options for Summer Flex 2021:

- 1) 8:00am-5:30pm with ³/₄ hour lunch (no charge to annual leave time)

DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	Overtime	C/T Earn
SUN							**					
MON		8:00 AM	12:00 PM	12:45 PM	5:30 PM	8.45	**					
TUE		8:00 AM	12:00 PM	12:45 PM	5:30 PM	8.45	**					
WED		8:00 AM	12:00 PM	12:45 PM	5:30 PM	8.45	**					
THU		8:00 AM	12:00 PM	12:45 PM	5:30 PM	8.45	**					
FRI							**					
SAT							**					
Weekly Total Hours:						35.00	35.00	.00	.00		.00	.00
SUN							**					
MON							**	8.45				
TUE							**		8.45			
WED							**		1.45	UH	7.00	
THU		8:00 AM	12:00 PM	12:45 PM	5:30 PM	8.45	**					
FRI							**					
SAT							**					
Weekly Total Hours:						35.00	8.75	8.75	10.50		7.00	.00
Period Total Hours:						70.00	43.75	8.75	10.50		7.00	.00

2) 8:30am-5:30pm with 1 hour lunch (3 Hrs per week charge to annual leave time)

DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	Overtime	C/T Earn
SUN							**					
MON		8:30 AM	12:00 PM	1:00 PM	5:30 PM	8:00	**	:45				
TUE		8:30 AM	12:00 PM	1:00 PM	5:30 PM	8:00	**	:45				
WED		8:30 AM	12:00 PM	1:00 PM	5:30 PM	8:00	**	:45				
THU		8:30 AM	12:00 PM	1:00 PM	5:30 PM	8:00	**	:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00						
						32.00	3.00	.00		.00	.00	.00
SUN							**					
MON							**	8:45				
TUE							**		8:45			
WED							**		1:45	UH	7:00	
THU		8:30 AM	12:00 PM	1:00 PM	5:30 PM	8:00	**	:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00						
						8.00	9.50	10.50		7.00	.00	.00
Period Total Hours:						70.00						
						40.00	12.50	10.50		7.00	.00	.00

2a) 8:30am-5:00pm with ½ hour lunch (3 Hrs per week charge to annual leave time)

DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	Overtime	C/T Earn
SUN							**					
MON		8:30 AM	12:00 PM	12:30 PM	5:00 PM	8:00	**	:45				
TUE		8:30 AM	12:00 PM	12:30 PM	5:00 PM	8:00	**	:45				
WED		8:30 AM	12:00 PM	12:30 PM	5:00 PM	8:00	**	:45				
THU		8:30 AM	12:00 PM	12:30 PM	5:00 PM	8:00	**	:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00						
						32.00	3.00	.00		.00	.00	.00
SUN							**					
MON							**	8:45				
TUE							**		8:45			
WED							**		1:45	UH	7:00	
THU		8:30 AM	12:00 PM	12:30 PM	5:00 PM	8:00	**	:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00						
						8.00	9.50	10.50		7.00	.00	.00
Period Total Hours:						70.00						
						40.00	12.50	10.50		7.00	.00	.00

3) 9:00am-5:00pm with 1 hour lunch ** (Or your regular work schedule---7 Hrs per week charge to annual leave time)

DAY	MM/DD	In	Out	In	Out	Reg Time Total	S/L	A/L	Other Leave	Hours	Overtime	C/T Earn
SUN							**					
MON		9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00	**	1:45				
TUE		9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00	**	1:45				
WED		9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00	**	1:45				
THU		9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00	**	1:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00	28.00	7.00	.00	.00	.00	.00
SUN							**					
MON							**	8:45				
TUE							**		8:45			
WED							**		1:45	UH	7:00	
THU		9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00	**	1:45				
FRI							**					
SAT							**					
Weekly Total Hours:						35.00	7.00	10.50	10.50	7.00	.00	.00
Period Total Hours:						70.00	35.00	17.50	10.50	7.00	.00	.00