

EXAMPLE 01A: Regular 40 hour Week

Employee regularly scheduled Mon-Fri (8am-5pm) with a one-hour lunch.

TIM SYSTEM:

Date	Pay Code	Amount	In	...	Out	In	...	Out	Shift	Daily	Cum...
Mon 12/08			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
Tue 12/09			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16.0
Wed 12/10			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	24.0
Thu 12/11			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32.0
Fri 12/12			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40.0
Sat 12/13											40.0
Sun 12/14											40.0

Totals & Schedule			Accruals	Audits
All				
Account	Pay Code	Amount		
...2761960/000/0000000/0000000/0054426	Regular	40.0		

EXAMPLE 01B: Regular 30 hour Week (0.75 Full-Time Equivalent [FTE])

Employee regularly scheduled Mon-Fri (8am-3pm) with a one-hour lunch.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	11a	12p	3p	6.0	6.0		
TUE			8a	11a	12p	3p	6.0	12.0		
WED			8a	11a	12p	3p	6.0	18.0		
THU			8a	11a	12p	3p	6.0	24.0		
FRI			8a	11a	12p	3p	6.0	30.0		
SAT										
SUN										
TOTALS:		-					30.0	30.0	-	
Total Pay Hours Worked:			30.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			-				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-				Hol ETO:	-	OCTO:	-