

<b>EXAMPLE 08A:</b>	<b>Single-Day Travel (Permanent Non-Exempt)</b>
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The employee is a permanent SPA non-exempt employee regularly scheduled to work Monday thru Friday, 8:00 am to 5:00 pm. The employee's regular commute to and from work is 30 minutes in the morning and 30 minutes in the evening.

Employee leaves home at 7:00 am on Monday to attend a conference in Raleigh. The conference runs from 8:00 am to 6:00 pm with a free hour for lunch. The employee returns home that evening at 7:00 pm. She then works her regular work schedule the remainder of the week.

The travel time to and from Raleigh (less the employee's regular commute and meal period) is considered work time, so the entire work day on Monday was 7:00 am to 7:00 pm (12 hours) MINUS the regular commute (30 minutes in the morning and 30 minutes in the evening) and MINUS the employee's meal period (1 hour) for a total of 10 hours of work time (12 hrs – 2 hrs).

**TIM SYSTEM:**

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			7:30a	12p	1p	6:30p	10.0	10.0	
TUE			8a	12p	1p	5p	8.0	18.0	
WED			8a	12p	1p	5p	8.0	26.0	
THU			8a	12p	1p	5p	8.0	34.0	
FRI			8a	12p	1p	5p	8.0	42.0	
<b>TOTALS:</b>		-					<b>42.0</b>	<b>42.0</b>	-
<b>Total Pay Hours Worked:</b>			<b>42.0</b>			<b>AW ETO:</b>	-	<b>CTO:</b>	-
<b>Total Pay Hrs (not worked):</b>			-			<b>H.Prem:</b>	-	<b>TTO:</b>	-
<b>Hrs Eligible for OT Pay:</b>			<b>2.0</b>			<b>Hol ETO:</b>	-	<b>OCTO:</b>	-

**EXAMPLE 08B: Multi-Day Travel (Travel Time ETO) (Permanent Non-Exempt)**

- Permanent SPA non-exempt employee regularly scheduled Mon-Fri, (8am-5pm) and has a regular commute of 30 minutes in the morning and 30 minutes in the evening.
- The employee did not work on Monday but worked her regular shifts Tuesday thru Friday.
- The employee leaves Friday night for a conference in Atlanta, leaving at 5pm and arriving at 11pm.
- She attends the conference Saturday from 9am to 7pm with a free hour for lunch.
- She drives home on Sunday from Noon to 7pm.
- All travel time between 8am and 5pm [the hours of her regular work schedule] any day of the week is considered work time (MINUS her regular commute and meal period).
- All travel time before 8am or after 5pm is compensated as Travel Time Time Off. (Travel Time Off does not count toward overtime calculation.)
- The total hours worked for the employee are 46, of which 6 hours are paid the overtime (1.5x) rate.
- Travel Time Off on Friday is 5.5 hours (5pm-11pm MINUS the employee's regular 30 minutes commuting time that she would have driven anyway).
- Travel Time Off on Sunday is 2 hours (5pm-7pm) – regular commute is NOT subtracted because the employee would not normally have commuted to and from work on a Sunday.
- Travel Time Off is recorded only in the Explanations section of the timesheet.

**TIM SYSTEM:**

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON							-	0.0		
TUE			8a	12p	1p	5p	8.0	8.0		
WED			8a	12p	1p	5p	8.0	16.0		
THU			8a	12p	1p	5p	8.0	24.0		
FRI			8a	12p	1p	5p	8.0	32.0		
	TTO	5.5	(5:30p	11p)						
SAT			9a	1p	2p	7p	9.0	41.0		
SUN			12p	5p			5.0	46.0		
	TTO	2.0	(5p	7p)						
<b>TOTALS:</b>		<b>7.5</b>					<b>46.0</b>	<b>46.0</b>	<b>-</b>	
<b>Total Pay Hours Worked:</b>			<b>46.0</b>				<b>AW ETO:</b>	<b>-</b>	<b>CTO:</b>	<b>-</b>
<b>Total Pay Hrs (not worked):</b>			<b>-</b>				<b>H.Prem:</b>	<b>-</b>	<b>TTO:</b>	<b>7.5</b>
<b>Hrs Eligible for OT Pay:</b>			<b>6.0</b>				<b>Hol ETO:</b>	<b>-</b>	<b>OCTO:</b>	<b>-</b>