

# Weekly Time Sheet



This form is for non-exempt employees to complete weekly and to remit to supervisors at the end of each week. Completion of this form, will fulfill the Department of Labor (DOL) recordkeeping requirements under the Fair Labor Standards Act (FLSA) regarding non-exempt who are working remotely.

Please indicate the number of hours worked each day on the blanks below. This form can be printed or saved to your desktop. Employees will retain copies of each week's time sheet. When the university returns to normal business operations, employees and supervisors should be prepared to submit all weekly time report forms to Human Resources for retention, should the university be audited in the future.

Name

ID#

Week of	M	T	W	T	F	S	S	TOTAL HOURS
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June 1

**NOTE: If you work more than 40 hours of work per week, you must submit this form at the close of that week to your supervisor, who in turn must submit the form via email to Payroll Services.**

**Those employees working on-site and those hourly employees who have been deemed as essential and are therefore working on campus should continue to utilize Time Clock Plus for tracking of hours worked.**

**For questions, please contact Payroll Services at [payrollservices@AState.edu](mailto:payrollservices@AState.edu) or (870) 972-3454.**