

# THE UNIVERSITY OF MEMPHIS

## NON-EXEMPT PAID SALARY FOR FLUCTUATING HOURS GRADUATE ASSISTANTS & SOME PART-TIME EMPLOYEES

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 THE DATE PERIOD BEGINNING: \_\_\_\_\_ AND ENDING: \_\_\_\_\_

**FIRST WEEK:**

**SECOND WEEK:**

<p>SATURDAY TOTAL HOURS PRESENT: _____</p> <p>SUNDAY TOTAL HOURS PRESENT: _____</p> <p>MONDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>TUESDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>WEDNESDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>THURSDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>FRIDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>TOTAL HOURS PRESENT IN WEEK 1: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____ 0.0</p> <p>PREMIUM OVERTIME: _____ 0.0</p> <p>TOTAL HOURS IN WEEK 1: _____ 0.0</p>	<p>SATURDAY TOTAL HOURS PRESENT: _____</p> <p>SUNDAY TOTAL HOURS PRESENT: _____</p> <p>MONDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>TUESDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>WEDNESDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>THURSDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>FRIDAY</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>IN: _____ OUT: _____ NO. OF HOURS: _____</p> <p>TOTAL HOURS PRESENT: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____</p> <p>PREMIUM OVERTIME: _____</p> <p>TOTAL HOURS: _____ 0.0</p> <p>TOTAL HOURS PRESENT IN WEEK 2: _____ 0.0</p> <p>STRAIGHT OVERTIME: _____ 0.0</p> <p>PREMIUM OVERTIME: _____ 0.0</p> <p>TOTAL HOURS IN WEEK 2: _____ 0.0</p>
<p><b>TOTAL HOURS FOR THE TWO WEEK PERIOD: _____ 0.0</b></p>	

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Form should be kept in department files for 3 years. DO NOT enter on hourly timesheets.