

**Report Time for 9/80 AWS Friday – Non-exempt Employees –  
Short week (Monday through Thursday worked, Friday off)**

**FLSA Workweek starts at 12:00 pm (noon) Friday and ends at 11:59 am the following Friday.**

**The workweek is seven (7) consecutive 24-hour days**

- Hours submitted as normal on the week with a day off (4-day week)
- Enter “0.00” hours on scheduled day off.
- If you work on your AWS day off, split your morning and afternoon hours as if it was your scheduled Friday to work (see next page)

From Sunday 09/16/2012 to Saturday 09/22/2012

Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Total	Time Reporting Code	Taskgroup
	9.00	9.00	9.00	9.00	0.00		36.00	REGHR - Regular	090PROJECT
<input type="button" value="Submit"/>									

Friday 09/14/2012

Fri 9/14	Total	Time Reporting Code
4.00	4.00	REGHR - Regular
4.00	4.00	REGSP - Regular
<input type="button" value="Submit"/>		

Hours worked AFTER 12:00 pm on Friday (start time and day of the FLSA workweek).

The 4 hours of REGHR from 9/14 plus the 36 hours from the 9-hour days between 9/16 – 9/21 equals 40 hours for the workweek.

## Report Time for 9/80 AWS Friday – Non-exempt Employees – Long week (Monday through Friday worked)

- On the flex day with hours scheduled to work:
  - Report hours using the “split” Time Reporting Code for hours **prior to 12:00 pm**. This will add the hours to the end of the FLSA workweek.
  - Report hours using the normal Time Reporting Code for hours **after 12:00 pm**. This will add the hours to the beginning of the next FLSA workweek.

From Sunday 09/09/2012 to Saturday 09/15/2012

Timesheet

Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total	Time Reporting Code	Taskgroup
	9.00	9.00	9.00	9.00	4.00		40.00	REGHR - Regular	090PROJECT
					4.00		4.00	REGSP - Regular	090PROJECT

Submit

Friday 09/14/2012

Timesheet

Fri 9/14	Total	Time Reporting Code
4.00	4.00	REGHR - Regular
4.00	4.00	REGSP - Regular

Submit

Hours worked **BEFORE** 12:00 pm on Friday (11:59 am end time and day of the FLSA workweek).

The 4 hours REGSP from 9/14 plus 36 REGHR hours from the 9-hour days of 9/10 – 9/13 equals 40 hours for the workweek.