

TIME SHEET FOR EXEMPT EMPLOYEES

Employee Name (printed) _____

Payroll Period ending _____

Parish/School _____ City _____

DATE	VACATION	SICK	FFCRA	R & R	DESCRIPTION
Total hours:					

If time sheet includes R & R time, please give an explanation of the event causing you to work more than normal hours.

For payroll hours worked from 4/1/20 the following paid leaves/tax credits are available. They cannot be used for the same wages covered by the PPP loan, but can be used for wages after or before.

Please contact Lori Norcia at lnorcia@srdiocese.org before using these codes.

FFCRA EE Sick Leave (Emergency Paid Sick Leave for Employee)

FFCRA Dep Family Leave (Emergency Paid Sick Leave for Care of Family)

FFCRA Ch EFMLA (Emergency Family Medical Leave for Care of Child)

These leaves are available for working employees that have specific illnesses or situations that occur as a result of the Covid-19 pandemic.

Please use the appropriate IBS code with additional information in description column.

Employee Signature

Date

Supervisor Signature

Date

Exempt employees are paid from the 1st - 15th and 16th - End of the month.

Time sheets are due on the 9th and 24th of the month

"This time sheet is not intended to track hours worked by the exempt employee, but to track use of leave benefits (sick and vacation) only. It is not intended to alter the exempt employee's status."