



WolfTime Travel Timesheet for Non-Exempt Employees (Timesheet is at the end of the document)

Whether travel time is considered as hours worked depends on the circumstances and should be determined on a case-by-case basis using the following guidance. If needed, travel time frames will be determined by using a web mapping service such as Google Maps. Non-exempt employees must track their work time through WolfTime or by utilizing the Travel Time Sheet. This is done to properly calculate an employee’s time and ensure appropriate pay including comp time and gap time earned.

Hours Worked		
Hours Counted as Work Time for Determining Overtime	All time the employee is required or permitted to work which generally includes all hours from the beginning to the end of the workday, except for periods when the employee is relieved of all duties (for example, 30 minute meal periods) or other absences covered by approved leave.	
Hours Counted as Straight Time	<ul style="list-style-type: none"> All hours worked up to 40 hours in a work week. Time spent traveling as a passenger on NC State business, even if the travel time causes the employee to exceed 40 work hours in a work week. <i>(**Note: Straight Time travel hours that exceed 40 during the work week must be recorded on the travel timesheet and processed by UHR Benefits)</i> 	
Category/Description	How Recorded/Paid	Counted as Work Time for Determining Overtime?
Time commuting from home to work and vice versa, except for one-way travel to work on call-back.	No compensation allowed.	N/A
Time spent traveling from one work site to another work site during regular working hours.	Recorded and paid as work time.	Yes
Time spent driving a motor vehicle when traveling for NC State on business, except for meal time or other periods when the employee is relieved of all duties.	Recorded and paid as work time. Important: For one-day assignments in another city, the normal commute time from home to work will be deducted from the travel time.	Yes
Time traveling as a passenger while on NC State business during normal work hours on regular working days.	Recorded and paid as work time.	Yes
Time traveling as a passenger while on NC State business during corresponding work hours on non-working days. For example, travel on Saturday between 8:00 a.m. and 5:00 p.m. when the employee’s regular schedule is 8:00 a.m. – 5:00 p.m. Monday – Friday.	Recorded and paid as work time.	Yes
Time traveling as a passenger while on NC State business outside normal work hours.	Recorded and paid as straight time but not counted as work time.	No



Travel Time for Non-Exempt Employees and WolfTime

An Example:

Assumptions: Mary is a 40-hour per week SHRA employee who is a non-exempt employee meaning she must track her work time and is subject to overtime. Her normal work week is Monday-Friday, 8 a.m.-5 p.m. each day. Her normal commute time to work is 30 minutes. NC State University's work week is Saturday-Friday.

Mary will be attending a 3-day out town training conference that her manager has approved. The conference starts on a Monday morning at 8 a.m. Mary lives in Raleigh and the conference is in Atlanta. Mary will fly out of RDU airport to Atlanta on Sunday and spend the night in the conference hotel.

Sunday: (work time: 10 AM - 2:15 PM)

1. Mary drives to RDU airport at 9:30 a.m.
2. She arrives at RDU airport at 10:00 a.m. for an 11:30 a.m. flight.
3. Mary arrives at the Atlanta airport at 12:50 p.m.
4. She retrieves her luggage, grabs a snack at the airport and takes an Uber to her hotel.
5. She checks into her hotel at 2:15 p.m. Later that evening she eats supper at a nearby restaurant.

Monday: (work time: 7:45 AM - 5:15 PM and 7 PM - 8:30 PM)

1. Mary leaves her hotel room at 7:45 a.m. to be downstairs at the conference by 8 a.m. She listens to speakers and attends a break out session.
2. Lunch is served at the conference and there is a conference speaker presenting during the one hour lunch.
3. After lunch Mary attends three more breakout sessions before heading back to her room at 5:15 p.m.
4. She attends a vendor- sponsored supper event at the hotel that evening from 7:00 p.m. – 8:30 p.m.

Tuesday: (work time: 7:45 AM - 12 PM and 1:30 PM - 5:15 PM)

1. Mary leaves her hotel room at 7:45 a.m. to be downstairs at the conference by 8 a.m. She listens to conference speakers and attends a breakout session.
2. Lunch is served from 12:00 p.m. – 1:30 p.m. at the conference in the vendor area and there is no formal program.
3. After lunch Mary attends three more breakout sessions before heading back to her room at 5:15 p.m.
4. Mary meets a friend for supper at a nearby restaurant at 7 p.m. that evening and is back in her room by 8:45 p.m.

Wednesday: (work time: 7:45 AM - 3 PM)

1. Mary leaves her hotel room at 7:45 a.m. to be downstairs at the conference by 8 a.m. She listens to speakers and attends a breakout session.
2. Lunch is served at the conference and there is a conference speaker presenting during the one hour lunch.
3. After lunch Mary attends a final conference event until 3:00 p.m.
4. She goes back to her hotel room and then enjoys some free time exploring the city the rest of the day.



Travel Time for Non-Exempt Employees and WolfTime

Thursday: (*travel time: 6 AM - 8 AM*) (work time 8 AM - 5 PM))

1. Mary leaves the hotel at 6:00 a.m. and heads to the airport. She arrives at 6:45 a.m. for an 8:00 a.m. flight.
2. She arrives back at RDU airport at 11:10 a.m. She gets her luggage and picks up lunch through a drive-thru restaurant and is back at work in her office by 1 p.m. She continues work in the office until 5:00 p.m.

Friday: (work time: 6 AM - 7 PM)

1. Mary drives from Raleigh to Asheville to attend a one-day meeting for work. She leaves her house at 5:30 a.m. and arrives in Asheville at 10:00 a.m. She is at her meeting from 10:00 a.m. through 3:00 p.m. with a working lunch. Mary leaves Asheville at 3:00 p.m. and arrives back home at 7:30 p.m.

Using the Travel Time Sheet here are her entries:

Day	In	Out	In	Out	Total Work Hours Tracked in WolfTime	**Total Straight Travel Hours for the Day	Total Reported Hours for the Day
Saturday							
Date _____	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	_____	_____	_____
Sunday							
Date _____	10:00 AM/PM <small>(circle one)</small>	2:15 AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	4.25	_____	4.25
Monday							
Date _____	7:45 AM/PM <small>(circle one)</small>	5:15 AM/PM <small>(circle one)</small>	7:00 AM/PM <small>(circle one)</small>	8:30 AM/PM <small>(circle one)</small>	11	_____	11
Tuesday							
Date _____	7:45 AM/PM <small>(circle one)</small>	12:00 AM/PM <small>(circle one)</small>	1:30 AM/PM <small>(circle one)</small>	5:15 AM/PM <small>(circle one)</small>	8	_____	8
Wednesday							
Date _____	7:45 AM/PM <small>(circle one)</small>	3:00 AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	7.25	_____	7.25
Thursday							
Date _____	6:00 AM/PM <small>(circle one)</small>	5:00 AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	8.50	2	10.50
Friday							
Date _____	6:00 AM/PM <small>(circle one)</small>	7:00 AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	13	_____	13

(Continued)



Travel Time for Non-Exempt Employees and WolfTime

Mary's hours for Travel

Mary's supervisor and/or timekeeper must update the WolfTime timesheet with actual work time hours that contribute to the employees work week:

Sunday- 4.25 hours of work time (4.75 hours minus 30 minutes (.5) for normal commute time)

Monday- 11 hours of work time

Tuesday- 8 hours of work time

Wednesday- 7.25 hours of work time

Thursday- 8.5 hours of work time and **2 hours of straight time earned as a passenger

Friday- 13 hours of work time (cannot count 30 minute normal commute for morning and evening)

Totals: 52 hours of work time (12 hours will go in as comp time earned at 1.5 times or 18.75 hours) AND

**2 hours of straight time travel hours as a passenger earned that needs to be processed by UHR Benefits

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Travel Time for Nonexempt Employees on University Business

Employee Instructions:

Provide your name, ID# and standard work schedule, (i.e. M-F/8AM-5PM), in the fields provided. Employees can use this timesheet to track work and travel hours for the week. Verify the time below, sign and date upon your return then give a copy to your supervisor to review. Your supervisor must update the WolfTime system with actual work time during the week. ****Total Straight Travel Hours** outside of your standard work schedule, **as a passenger**, cannot count toward work time but can accrue straight comp time.

Name: _____ ID#: _____ Std Work Sched _____

Date	In	Out	In	Out	Total Work Hours Tracked in WolfTime	**Total Straight Travel Hours for the Day	Total Reported Hours for the Day
Saturday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Sunday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Monday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Tuesday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Wednesday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Thursday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____
Friday Date _____	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	_____	_____	_____

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Supervisor Instructions: Review the travel data provided above, then update the employee WolfTime timesheet with actual work time punch data provided, sign and date the travel timesheet. Complete the bottom section of this form indicating and confirming the total straight time travel comp hours, then email a signed copy of this document to wolftime-ncsu@ncsu.edu. The WolfTime Administrator will process the straight time travel comp balance update.

Supervisors must indicate the **Total Straight Travel hours that need to be updated in the employee comp balance system and confirm below _____	Reserved for the WolfTime Administrators final review of the travel timesheet and straight comp hours approved by the supervisor.
Supervisor Signature _____ Date _____	UHR Signature _____ Date _____