Timesheet Instructions: Recording time during Conferences and Travel

NON-EXEMPT

Traveling
During regular shift time:
• Any time spent traveling counts as work time, regardless of the day of the week

Outside regular shift time:
• All time spent as the driver counts as work time.
• Time spent as a passenger on a bus, plane, car, etc. does not count.
• Time spent waiting in the airport, bus station, etc. does not count as work time.

Time Spent Working
Any time spent actually working on conference activities should be counted as work time.
• Time spent actively working while a passenger or waiting in the airport, etc. does count as work time.
• Time spent actively working, even if outside the regular shift time does count as work time.
• Any time spent at REQUIRED conference meetings and activities should be counted as work time.

After-Hours Events
• Time spent attending OPTIONAL conference activities outside the normal work day should not be counted as work time (for example, bowling, karaoke, happy hour)
• Time spent facilitating an optional event does count as work time, if it is an assigned role or expectation.

Advising
If attending a conference as an advisor to a student group, time spent holding group meetings to discuss conference-related material should be counted as work time.

Work-related projects & Email
• Any time spent responding to work-related emails or working on work-related projects should be recorded as work time.
• Working on projects or responding to email outside the regular work schedule without prior approval may result in corrective action for earning unauthorized overtime.

EXEMPT

Traveling
During regular work schedule:
• Any time spent traveling counts as work time

Outside regular work schedule:
• Whether driving or a passenger, only two hours of travel time total counts as work time (two hours round trip, not two hours each way).
• Time spent as a passenger on a bus, plane, car, etc. beyond the two hours does not count.
• Time spent waiting in the airport, bus station, etc. beyond the two hours does not count as work time.

Time Spent Working
Any time spent actually working on conference activities should be counted as work time.
• Time spent actively working while a passenger or waiting in the airport, etc. does count as work time.
• Time spent actively working, even if outside the regular shift time does count as work time.
• Any time spent at REQUIRED conference meetings and activities should be counted as work time.

After Hours Events
• Time spent attending OPTIONAL conference activities outside the normal work day should not be counted as work time (for example, bowling, karaoke, happy hour)
• Time spent facilitating an optional event does count as work time, if it is an assigned role or expectation.

Advising
If attending a conference as an advisor to a student group, time spent holding group meetings to discuss conference-related material should be counted as work time.

Work-related projects & Email
• Time spent responding to work-related emails or working on work-related projects outside the normal work schedule may be considered work time.
• If that work is performed at the regular or temporary place of business, all hours should be recorded as work time. If that work is performed in the personal residence, hours that would result in earning compensatory time should not be recorded.
• Working on projects or responding to email outside the regular work schedule without prior approval may result in corrective action for earning unauthorized comp time.

This document does not address all possible scenarios. Contact DHFS Payroll/Leave Management for advice on specific situations.
Timesheet Instructions: Recording time during Conferences and Travel

Definition of terms:

Regular work schedule
- Each employee’s scheduled days and times. For example, M-F 8a-5p, or Tu-Su 10a-7p.
- The days and times the employee would be scheduled to work if not attending a conference.

Regular shift time
- The hours of the day that the employee is normally scheduled to work. For example, 7:30a-4:30p or 11a-8p.

Normal Work Day
- The standard business days and times: M-F 8a-5p.

Traveling
- Time spent in route to a conference (or work location other than the usual place of business).

Facilitating (in context of an after-hours optional event)
- Responsible for planning and executing an event.
- This would be an assigned role or expectation.

Required Conference Activity
- Meetings, speakers, workshops, discussions, even if there is flexibility on which sessions to attend.
- Events held during the normal work day, for which attendance is expected, even if not strictly required.
- The “meat” of the conference.

Optional Conference Activity
- Social activities such as bowling, karaoke, happy hour, networking events, movies.
- Events held after-hours for which attendance is not required.
- The “fluff” of the conference.

Regular or Temporary Place of Business
- The employee’s assigned workstation or office.
- Can include offices, meeting rooms, etc. on campus.
- The conference location, including hotel rooms, would be a temporary place of business.

Employee’s Personal Residence
- The employee’s house or apartment.
- Includes on-campus apartments for live-in staff.

This document does not address all possible scenarios. Contact DHFS Payroll/Leave Management for advice on specific situations.