



Travel Time for Non-Exempt Employees and WolfTime

Travel Time Sheet for Non-Exempt Employees

Employee Name: _____ Employee ID: _____

Day	Date	In	Out	In	Out	On University Business?	Did you Drive or Ride?
Saturday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Sunday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Monday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Tuesday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Wednesday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Thursday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)
Friday		AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	AM/PM (circle one)	Yes/ No (circle one)	Drive Passenger Not Applicable (circle one)

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

For Office Use: *Email a signed copy of this document to Margot Henion (mlhenion@ncsu.edu) in UHR Benefits for straight time comp balance updates.*

Date	Total Hours Reported	Work Time Total	Gap Hours Earned	Comments