

**Judicial Branch Court Reporter (NON-EXEMPT-overtime eligible) Timesheet**

Month: \_\_\_\_\_ Year: \_\_\_\_\_ District# \_\_\_\_\_

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Designated work day is from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Date		Date		Date	
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

**Monthly Totals:**

Vacation		FML/S		<b>Notes:</b>
Sick Leave		FML/V		
Holiday		FML/WOP		
Funeral		Other		
CE		CU		
<del>TPANR</del>		<del>TPON</del>	<del>1</del> <del>2</del>	
<del>CSL</del>		<del>TC</del>		
<del>RTW</del>				

V=Vacation, S=Sick, F=Funeral, CE=Comp Time Earned, CU=Comp Time Used M=Military, I=Injury, H=Holiday, C=Civil, A=Administrative, LOA= Leave of Absence FML/S=Family Medical Leave Sick, FML/V=Family Medical Leave Vacation, FML/WOP=Family Medical Leave Without Pay, **For Covid-19 related absences only:**  
**CSL=Supplemental COVID Sick Leave, (Up to 80 hours); TC=Telecommuting, RTW=Ready to Work Status**

The above reflects hours worked, including any telecommuting and ready to work hours, combined with leave taken, for a total of no less than 40 hours for each work week, from 8:00 AM Friday - 7:59 AM Friday. (Note: prorated for part-time employees).

Please record the following information regarding ON-CALL status for next month:

For the Month of \_\_\_\_\_ I can be reached at ( ) \_\_\_\_\_

Dates my judge will be absent and I will not be taking vacation or other leave and available for On-Call are:

\_\_\_\_\_

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Judge: \_\_\_\_\_ Date \_\_\_\_\_

Judicial Branch Designated Work Week - 8:00 a.m. Friday to 7:59 a.m. following Friday

Designated Work Day - The normal daily work schedule that has been set for the reporter by the judge (must be an 8 hour day)

See the Nebraska Supreme Court Personnel Policies and Procedures handbook for the following leave definitions:

V=Vacation, S=Sick, H=Holiday, F=Funeral, FML/S=FML/Sick, FML/V=FML/Vacation, FML/WOP=FML/Without Pay, RTW=Ready to Work

CE=Compensatory (comp) time earned (overtime), CU=Compensatory (comp) time taken/used, ~~TPANR=Transcript preparation/attendance not required, TPON=transcript preparation /on-site~~

Other categories: M=Military, I=Injury, C=Civil, A=Administrative, LOA=Leave of Absence.

#### Code Definitions:

CE - Compensatory (comp) time earned (overtime): Time worked in excess of the designated work week. Paid leave time (vacation, sick, etc., with the exception of holiday leave), ~~time when the reporter's presence is not required, and leave without pay for freelance work,~~ shall not be considered as hours worked. An employee must work, not just get paid for, 40 hours of required work during the designated work week before any time can be considered as overtime (earned at time and one-half).

CU - Compensatory (comp) time taken/used: Time taken off from work, previously earned as a result of compensatory time earned.

~~TPANR Transcript preparation/attendance not required: Any time spent during the normal working hours as described in §1-211(B)(3)(ii) engage in the preparation of transcription pursuant to §1-203(B) and (C).~~

~~TPON Transcript preparation/on site and attendance required: Any time spent during the normal working hours as described in §1-211(B)(3)(i) engaged in the preparation of transcription pursuant to §1-203(A), (B), or (C). Note Include either (1) or (2) below when recording this code:~~

~~(1) Judge request (§1-203(A))~~

~~(2) Other party request (§1-203(B) and (C))~~

TC - Telecommuting time: Time completing work tasks at home, in a designated office, or at an out-of-office location.

CSL - Supplemental COVID Sick Leave: Up to 80 hours (if HR-approved).

Please note: All codes entered on the timesheet are required to be accurately calculated and entered in the appropriate "Monthly Total" box for payroll entry.

Email to: [nsc.courtemployeetimesheets@nebraska.gov](mailto:nsc.courtemployeetimesheets@nebraska.gov)