OFFICIAL COURT REPORTER MONTHLY TIMESHEET

Appendix 1

Designated Work Day: From _____ to _____ a.m., From _____ to _____ p.m.

For the month of _____, _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

1. Write your designated work day at the top of the sheet and place dates in upper lefthand corner of each square.
2. This timesheet should reflect both hours worked and deviations (as designated below)* from the regular work day. Explain these deviations by recording the number of hours and the proper code in the appropriate square. (V/3hrs., S/8hrs., TPANR/4hrs., TPON1/2hr., etc.)
3. Complete monthly totals including, when applicable, the totals of overtime earned and comp time taken for the month. (Use the back of this sheet for additional information.)
4. Please sign (*both the judge and reporter*) and submit to the State Court Administrator's office by the **5th** of each month.

MONTHLY TOTALS

*

(See leave code explanations on back)

V	S	H	OTE	CTT	F	C	M	LWP	TPANR	TPON	
										1	2

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:

_____ _____ _____

_____ _____ _____

Court Reporter Signature _____ SS#_____ District#_____

Judge Signature _____

Leave Codes:

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

V=Vacation	S=Sick	H=Holiday
F=Funeral	M=Military	C=Civil

Other Codes:

OTE=Overtime Earned CTT=Compensatory Time Taken LWP=Leave Without Pay
TPANR=Transcript preparation/attendance not required
TPON=Transcript preparation/on site
(1) Judge request (Rule 3A)
(2) Other party request (Rule 3B and C)

Code Definitions:

OVERTIME EARNED (OTE) - 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.

COMPENSATORY TIME TAKEN (CTT) - Time taken off from work, earned at a time and one-half basis, as a result of overtime (as defined above).

LEAVE WITHOUT PAY (LWP) - Time taken off during the designated work day required to engage in freelance activity other than transcription preparation pursuant to Rule 3B and C.

TRANSCRIPT PREPARATION/ATTENDANCE NOT REQUIRED (TPANR) - Any time spent during the normal working hours as described in Rule 11B(3)(ii) engaged in the preparation of transcription pursuant to Rule 3B and C.

TRANSCRIPTION PREPARATION/ON SITE AND ATTENDANCE REQUIRED (TPON) - Any time spent during the normal working hours as described in Rule 11(b)(3)(i) engaged in the preparation of transcription pursuant to Rule 3A, B, or C.
Note: Include either (1) or (2) below when recording this code:
(1) Judge request (Rule 3A)
(2) Other party request (Rule 3B and C).

Other Information:

DESIGNATED WORK WEEK - 8:00 a.m. on Monday to 8:00 a.m. the following Monday.

DESIGNATED WORK DAY - The normal daily work schedule that has been set for the reporter by the judge.