

Completing Your Last Time Sheet

Please follow the instructions below to complete your last time sheet.

- Leave cannot be used in the final pay period to extend the separation date.
- Record the days worked in the pay period. Typically, exempt employees record a “D” for duty day and non-exempt employees record actual hours worked.
- If your last day of employment occurs before the pay period ends, please refer to the chart below for directions.
- Indicate your last day on payroll in the remarks section of the time sheet.
- Approve your time sheet.

Employee	Leave Code	Leave hours
Regular Exempt	LWOPU	Record number of hours typically worked for each day in the final pay period after your separation date.
Regular Non-Exempt	LWOPU	Record number of hours typically worked for each day in the final pay period after your separation date. Total weekly hours should equal your standard weekly hours.
Contingent II Exempt	LWOPC	Record number of hours typically worked for each day in the final pay period after your separation date.
Contingent II Non-Exempt		Only record hours on the days actually worked in the final pay period. Leave the remaining days blank.

Leave Payout

Leave should not be used during the last pay period of employment unless there are extenuating circumstances approved by your supervisor.

Faculty and staff who are transferring within the USM or to another State of Maryland agency should contact the Benefits Unit at each agency to inquire about transferring leave.

Regular staff who are separating from university service are eligible for payout of accrued, but unused annual and holiday leave in accordance with the terms of the [Annual Leave Policy](#) (PDF) and the [Holiday Leave Policy](#) (PDF). Regular staff are not compensated for accrued, but unused personal leave and sick leave. Contingent employees are not eligible for any leave payout.

Staff may view estimated leave balances by accessing their online time sheet and selecting the Current Leave Balance link at the bottom of the page. Leave payout is subject to auditing and is paid in accordance with university policy. The actual leave payout may differ from the estimated balances in the online time sheet. Leave is paid in the final pay check which includes payment for hours worked in the last pay period.