



## Non-Exempt Employee Time Record (01/11)

Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Region: \_\_\_\_\_

Pay Period Starting: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

Program: \_\_\_\_\_

(Report total hours to the nearest 1/4 hour)

|                       | (Report total hours to the nearest 1/4 hour) |    |     |    |     |       | PROGRAM NUMBER |   |   |   |   |   |       | <u>FIRST WEEK</u>     |          |
|-----------------------|--|----|-----|----|-----|-------|----------------|---|---|---|---|---|-------|-----------------------|----------|
|                       | DATE   | IN | OUT | IN | OUT | TOTAL | #              | # | # | # | # | # | #     | REG                   | Personal |
| <i>Sunday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | HOL                   | SICK     |
| <i>Monday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | VAC                   | OVERT    |
| <i>Tuesday</i>        |  |    |     |    |     |       |                |   |   |   |   |   |       | OTHER                 |          |
| <i>Wednesday</i>      |  |    |     |    |     |       |                |   |   |   |   |   |       | TOTAL                 | 0.00     |
| <i>Thursday</i>       |  |    |     |    |     |       |                |   |   |   |   |   |       | <u>SECOND WEEK</u>    |          |
| <i>Friday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | REG                   | Personal |
| <i>Saturday</i>       |  |    |     |    |     |       |                |   |   |   |   |   |       | HOL                   | SICK     |
| <b>TOTAL WEEK 1</b>   |  |    |     |    |     |       |                |   |   |   |   |   | VAC   | OVERT                 |          |
| <i>Sunday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | OTHER                 |          |
| <i>Monday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | TOTAL                 |          |
| <i>Tuesday</i>        |  |    |     |    |     |       |                |   |   |   |   |   |       | <u>TWO WEEK TOTAL</u> |          |
| <i>Wednesday</i>      |  |    |     |    |     |       |                |   |   |   |   |   |       | REG                   | Personal |
| <i>Thursday</i>       |  |    |     |    |     |       |                |   |   |   |   |   |       | HOL                   | SICK     |
| <i>Friday</i>         |  |    |     |    |     |       |                |   |   |   |   |   |       | VAC                   | OVERT    |
| <i>Saturday</i>       |  |    |     |    |     |       |                |   |   |   |   |   |       | OTHER                 |          |
| <b>TOTAL WEEK 2</b>   |  |    |     |    |     |       |                |   |   |   |   |   | TOTAL |                       |          |
| <b>TWO WEEK TOTAL</b> |  |    |     |    |     |       |                |   |   |   |   |   |       |                       |          |

Code for inserts: P= PERSONAL                      H=HOLIDAY                      V=VACATION                      S=SICK                      O=OTHER                      OT=OVERTIME

The hours recorded above are true and correct, and I understand that falsification of those hours can result in termination of my employment and possible prosecution for fraud under federal or state statutes.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date