



**Time and Attendance Record
(for Employees in Nonexempt Positions)**

NOTE: Please fill out the form completely and accurately, and adhere to the “TIME SHEET AND CHECK ISSUE DATES SCHEDULE” below to ensure that the employee receives a paycheck on the payroll date due.

ATTENDANCE (PAYROLL) PERIOD		BEGINNING DATE:					ENDING DATE:		
INDEX NUMBER		DEPARTMENT							
LAST NAME		FIRST NAME			MI				
EMPLOYEE ID#		EMPLOYEE STATUS: _____							
DAY OF THE WEEK								TOTAL HOURS	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	REG	OT
DATE									
WORK TIME									
LEAVE TIME*									
DATE									
WORK TIME									
LEAVE TIME*									
DATE									
WORK TIME									
LEAVE TIME*									
TOTAL HOURS									
*INCLUDE HOURS OF LEAVE FOLLOWED BY LEAVE CODE, E.G., 7.5 (A) LEAVE CODES: A – ANNUAL LEAVE; S – SICK LEAVE; F – FAMILY SICK LEAVE; H – HOLIDAY; M – MISCELLANEOUS PAID ABSENCES									
EMPLOYEE SIGNATURE						DATE			
SUPERVISOR SIGNATURE						DATE			