



**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				