



**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.

<b>ATTENDANCE (PAYROLL) PERIOD</b>		<b>BEGINNING DATE:</b>			<b>ENDING DATE:</b>				
<b>INDEX NUMBER</b>		<b>DEPARTMENT</b>							
<b>LAST NAME</b>		<b>FIRST NAME</b>			<b>MI</b>				
<b>EMPLOYEE ID#</b>		<b>EMPLOYEE STATUS:</b> _____							
<b>DAY OF THE WEEK</b>								<b>TOTAL HOURS</b>	
	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>REG</b>	<b>OT</b>
<b>DATE</b>									
<b>WORK TIME</b>									
<b>LEAVE TIME*</b>									
<b>DATE</b>									
<b>WORK TIME</b>									
<b>LEAVE TIME*</b>									
<b>DATE</b>									
<b>WORK TIME</b>									
<b>LEAVE TIME*</b>									
<b>TOTAL HOURS</b>									
*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									
<b>EMPLOYEE SIGNATURE</b>							<b>DATE</b>		
<b>SUPERVISOR SIGNATURE</b>							<b>DATE</b>		