



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 | | | |