

**TIMEKEEPING
NON-EXEMPT EMPLOYEES**

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.

Option 1:

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
<i>John Doe</i>	<i>8:00</i>	<i>12:03</i>	<i>1:00</i>	<i>5:01</i>	<i>8</i>	

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Timekeeper's Signature: _____

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
<i>Sunday</i>	<i>5/2/93</i>	-----		
<i>Monday</i>	<i>5/3/93</i>	<i>8:00</i>	<i>12:03</i>	
		<i>1:00</i>	<i>5:02</i>	<i>8</i>
<i>Tuesday</i>	<i>5/4/93</i>			

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Employee Verification Signature: _____