

HOURLY TIME SHEET



Employee Name: Department: Employee Number:	PAY RATE: Account Code: From To: Pay Period: Check Date:
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Day/ Date:	Regular Hours	Sick Hours	Vac Hours	Holiday Hours	Other Hours	Unscheduled Hours	TIME IN	TIME OUT	Reason for Unscheduled Hours	Daily Total
Week 1										
Sun		~	~	~	~	~			~	~
Mon										
Tue										
Wed										
Thu										
Fri										
Sat		~	~	~	~	~			~	~
Subtotal										

Day/ Date:	Regular Hours	Sick Hours	Vac Hours	Holiday Hours	Other Hours	Unscheduled Hours	TIME IN	TIME OUT	Reason for Unscheduled Hours	Daily Total
Week 2										
Sun		~	~	~	~	~			~	~
Mon										
Tue										
Wed										
Thu										
Fri										
Sat		~	~	~	~	~			~	
Subtotal										
Biweekly										
Total										

INSTRUCTIONS: Time in must be actual time that work starts. Time out must be actual time that work ends. (7:30 to 11:30, 12:00 to 3:30) = Incorrect (7:25 to 11:35, 12:02 to 3:33) = Correct. Time is figured on 15 minute pay increments. All overtime needs prior approval. 40 regular working hours apply prior to overtime paid. Examples of unapproved OT: Coming in early to get prepared for the day, Working through lunch. 30 minute meal period automatically deducted from time in/out.

Attestation: This timesheet is being submitted for the pay period indicated above and unless otherwise stated above verifies that I have performed my job responsibilities during my regularly scheduled work day as defined by my job classification. I submit this time sheet as a true statement of hours worked and accept my predetermined salary as payment in full for this pay period.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____