

TIME AND ATTENDANCE RECORD

For the Pay Period of _____ through _____
 (Date) (Date)

INSTRUCTIONS

1. Indicate From-To time worked and lunch time taken each day. Two From-To cells are provided daily for employees reporting to work, leaving for part of the day, and reporting back to work the same day.
2. Subtract lunch time from elapsed work time for Hours Worked and all time less than one hour must be converted to tenths of an hour. For example, an employee worked from 8:00 A.M. to 5:00 P.M. with a forty-five (45) minute lunch. From 8:00 to 5:00 is nine hours. By subtracting the forty-five minute lunch from nine hours leaves eight hours and fifteen minutes. Since the fifteen minutes is less than one hour, it must be converted to tenths of an hour. Using the Tenths of an Hour Worked Calculation Schedule, the fifteen minutes is converted to .2. Therefore, 8.2 hours must be shown in the Hours Worked column.
3. Indicate compensatory time earned or used (Over/(Short)), Vacation, Sick Leave, and Other times to the nearest tenth of an hour. When Other time is indicated, also show proper code. **Holiday hours are regular workday hours and may not be taken in increments. Also, if a day includes any form of paid leave other than a holiday, the total number of hours for that day (paid leave plus hours actually worked) may not exceed the number of hours you are regularly scheduled to work that day.**
4. Sum each week's totals and two week combined totals, and forward completed form to the department's payroll clerk every other Thursday, unless otherwise instructed.

Employee Name _____	Identifying Number _____	Check One (Optional at Dept's discretion) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
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Day of Week	Time		Lunch	Hours Worked	Over / (Short) (A)	Holiday (H)	Vacation (V)	Sick Leave (I)	Other	*	Total
	From	To									
1st Week											
Saturday											
Sunday											
Monday					(8.0)						
Tuesday					(8.0)						
Wednesday					(8.0)						
Thursday					(8.0)						
Friday					(8.0)						
Weekly Total					(40.0)						40
2nd Week											
Saturday											
Sunday											
Monday					(8.0)						
Tuesday					(8.0)						
Wednesday					(8.0)						
Thursday					(8.0)						
Friday					(8.0)						
Weekly Total					(40.0)						40
PERIOD TOTALS					(80.0)						80

To balance to 40/80 hours add the negative figures in the over/(short) column and subtract any positive figures.

Employee Certification: I certify that I have included all of the hours I actually worked or will have worked during this pay period, and I have not reported any hours as worked that I did not work. If the actual time I worked varies from what is recorded here, I will correct this time record before the end of the next pay period.

*HOURS TYPE LEGEND	G-Floating Holiday	M-Military Leave	V-Vacation
A-Comp. Time	H-Holiday	N-Furlough	X-Docked Time
B-Fam. Sick/Wellness Leave	I-Sick Leave	Q-FMLA Military Caregiver	Y-Docked Workers' Comp.
C-Workers' Comp.	J-Jury Duty	S-FMLA Leave	Z-Special Overtime
F-Funeral Leave	L-General Leave	U-Special Holiday Worked	

APPROVED BY:

Supervisor Certification: I certify that I have no reason to believe that this employee actually worked fewer or more hours than those reported above.

TENTHS OF AN HOUR WORKED CALCULATION SCHEDULE	
MINUTES	AMT. OF TIME
0-3	.0
4-9	.1
10-15	.2
16-21	.3
22-27	.4
28-33	.5
34-39	.6
40-45	.7
46-51	.8
52-57	.9
58-59	1.0

Employee's Signature (by employee only) _____ Date _____

Supervisor's Signature _____ Date _____