



# Non-Exempt Employee Time Sheet

Employee Name: \_\_\_\_\_

Pay Period Beginning: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

Enter dates of the pay period in the Date column. Record hours worked accurately in the form below. If Vacation, Sick or other time off is used write it in the Other column. For half days write Sick or Vacation in the appropriate a.m. or p.m. columns. Use the Summary of Hours box to total the number of regular hours and overtime in this pay period.

Time sheets need to be approved by the employee's supervisor before they are sent to the Finance Department.

Date	IN	OUT	IN	OUT	Other	Total Hours	<b>Summary of Hours</b> Hours Worked _____ Vacation Hours _____ Sick Hours _____ Holiday Hours _____ Total Regular Hours _____ Overtime Hours _____ <small>Hours worked over 40 Excludes Vacation, Sick &amp; Holiday Hours</small> _____ <b>Total Regular &amp; Overtime Hours</b>  Please send to the Finance Department on the date time sheets are due for this pay period. See Payroll Schedule for due dates.
<b>WEEK 1</b>							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
<b>WEEK 2</b>							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
<b>WEEK 3</b>							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

I certify that the time I have recorded above is a true and accurate account of my hours actually worked and any paid leave taken.

<b>Time Sheet Approval</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_