



Employee Number:

Employee Name:

Week Starting:

Week Ending :

Day	Date	Time In	Time Out	Time In	Time Out	Actual Hrs Worked	Regular	Overtime	Comp Time	Comp Taken	Holiday	Sick	Vacation	Holiday Worked	Called out - OT	On Call - ST
Monday																
Tue																
Wed																
Thu																
Fri																
Sat																
Sun																
Totals Week 1:						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon																
Tue																
Wed																
Thu																
Fri																
Sat																
Sun																
Totals Week 2:						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay PeriodTotal:						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Employee Signature: _____

Supervisor Signature: _____

By execution and signature of this time sheet the employee and supervisor agree that the hours stated are accurate and correct.

Time Card Reminders: Overtime is calculated after 40 actual hours per week have been worked. Public Safety Overtime is calculated after 80 actual hours have been worked per pay period. Holiday(not worked), Vacation, Comp and Sick time are not included in computing hours worked for overtime calculation. Supervisors authorize all overtime and if Compensatory Time will be earned instead of paid overtime. Comp time will be calculated by payroll at 1.5 times each hour of overtime. Example: 41 hours actual time worked. 40 hours in Regular column; 1 hour in overtime column or 1 hour in comp time column. Payroll will compute the accrued Comp time at the 1.5 rate. Signatures and time worked detail are required. Please call Payroll, 259-4990, if you have any questions.