

NON-EXEMPT EMPLOYEE TIME REPORT

This Time Report must be used as a sign-in/sign-out sheet and completed on a daily basis. The Time Report will assist your supervisor in monitoring the hours you worked. Indicate any absences in the boxes to the right of the time in/out boxes.

At the end of the pay period sign this report and submit it to your supervisor for signature. This report will then be forwarded to the Library Office. You are also required to enter your time electronically. The time entered on this sheet will be used to correct any discrepancies on your electronic submission.

Employee Name _____ Pay Period _____

Job Location _____ Campus/East or West _____

Day	Date	Time In	Time Out	Time In	Time Out	Personal Hours	Vacation Hours	Sick Hours	Other Hours	*Other Reason
M										
T										
W										
R										
F										
S										
S										
M										
T										
W										
R										
F										
S										
S										

*Other reasons: J=Jury, M=Military, P=Professional, LWOP=Leave without pay, CC=College Closed, CAC= College Area Closed, FMLA= Family Medical Leave ACT

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____