

Loc Location Name NAME EXAMPLE MONTH April 2014

Employee ID _____ GL # _____ POSITION CLERK

Hours / Day → 8

LEAVES OF ABSENCE LEAVES with * require a Pre-Approved Leave Form

Record "IN" and "OUT" times. Fill in hours for each day worked and total at bottom. Use quarter hour increments only. LUNCH PERIODS ARE 30 MINUTES IN LENGTH

15 minutes = .25
30 minutes = .50
45 minutes = .75

LH - Legal Holiday CP* - Compassionate Leave JD* - Jury Duty
SL - Sick Leave EMC* - Emergency/Critical Illness ML* - Military Leave
VAC - Vacation EAWP* - Excused Absence Without Pay PB* - Personal Business

DATE	IN	OUT	REG	OT
31				
30	0800	1630	8	
29				
28				
27				
26				
25	0800	1730	8	1
24	0800	1630	8	
23	0800	1630	8	
22	0800	1630	8	
21	0800	1630	8	
20				
19				
18	0800	1630	8	
17	0700	1530	8	
16	0800	1630	8	
15	0800	1400	5.5	2.5
14	0800	1630	8	
13				
12				
11				
10				
9				
8				
7	0800	1800	4	4
6				
5				
4	0800	1630	8	
3	0800	1630	8	
2	5 L			
1	0800	1630	8	
TOTALS			176	1

OVERTIME EXPLANATIONS MUST BE DOCUMENTED ON REVERSE SIDE (PER EMPLOYEE DATE)

FOR THE EMPLOYEE: Your signature below indicates that you affirm that you have worked the hours shown above and that you have no additional claims for hours worked this month.

FOR THE SUPERVISOR: Your signature below indicates that you affirm that this employee has worked the hours indicated above on this card.

Employee Signature
EMPLOYEE'S SIGNATURE



Supervisor Signature
SUPERVISOR'S SIGNATURE

Please write legibly and in ink pen – if I can't read it, then your paycheck hours are only a guess.

It is your job to write in the daily hours and total the time card at the bottom.

IN and OUT times written on time cards should be **actual time worked**. Enter regular hours under REG and overtime hours under OT. Any overtime/time beyond your regular schedule must be documented on the reverse side of the time card. It should state: date, time, total hours, and reason for overtime/time beyond regular hours.

Use the leave of absence codes listed on the time card. If you use a code not on the time card I may not know what you are talking about and it may get entered incorrectly.

Lunch periods are 30 minutes in length and should be deducted before noting hours. Per BOLI regulation OAR 839-020-0050: "a 30-minute unpaid meal period when the work period is **six hours or greater**.....No meal period is required if the work period is **less than six hours**."

Remember to sign your time card. Any cross outs or white out changes must be initialed by you.