AUSTIN COLLEGE TIMESHEET

NAME_____BEGIN DATE:_____ END DATE:_____

	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Week Total	Over Time
Date																
a.m.																
p.m.																
Daily Total																
Date																
a.m.																
p.m.																
Daily Total																
Date																
a.m.																
p.m.																
Daily Total																
Date																
a.m.																
p.m.																
Daily Total																

I certify that the hours reported are correct.

_____ _____   _____ _____
Employee Signature   Date   Supervisor Signature   Date

INSTRUCTIONS: Non-Exempt employee paid semi-monthly.

1. The employee is to record the time **actually worked** each day.

2. This timesheet is to cover the last 6 workdays of the past reporting period and up to 6 workdays of the current reporting period. **Note: You will be paid for your full pay period; however, adjustments for any overtime or time lost in the last 6 days will be adjusted in your next paycheck.** Your regular pay is not being held back by this reporting system.

3. Your timesheet must be in the HR office 6 days before payday or the payroll clerk cannot issue your check!

4. Leave spaces blank for regular days off, but use the symbols below for other absences. The policies on absence from work are defined in the Operational Guide, sections pp 15, 17, 18 & 29. If you are uncertain about the policies, please consult with your supervisor or personnel.

A (absent without pay)	**SF** (sick family: absence for illness in immediate family)
D (death in family)	**V** (vacation)
H (holiday)	**WC** (workers' compensation: work-related injury)
J (jury duty)	**S** (sick)