

INSTRUCTIONS: See Excel Instructions

DISTRIBUTION: Original-Timekeeper

<i>Name Of Employee</i>				<i>Social Security No.</i>			<i>Position No.</i>		
<i>Department/Office</i>				<i>County/District</i>			<i>Pay Period</i>		<i>Year</i>
							to		

Day	Date	Work Start	Lunch		Work Stop	Total Hrs. Worked	Recap of Actual Hours: Minutes Worked		Remarks
		Time	Out	In	Time		Regular Hrs:mins.	Overtime Hrs:mins.	
		E X A M P L E							
		8:00 AM	12:00 PM	1:00 PM	5:00 PM	8:00			
Mon						0:00			
Tue						0:00			
Wed						0:00			
Thu						0:00			
Fri						0:00			
Sat						0:00			
Sun						0:00			
		Week's Total And Supervisor's Approved:				0:00			
Mon						0:00			
Tue						0:00			
Wed						0:00			
Thu						0:00			
Fri						0:00			
Sat						0:00			
Sun						0:00			
		Week's Total And Supervisor's Approved:				0:00			
Mon						0:00			
Tue						0:00			
Wed						0:00			
Thu						0:00			
Fri						0:00			
Sat						0:00			
Sun						0:00			
		Week's Total And Supervisor's Approved:				0:00			
Mon						0:00			
Tue						0:00			
Wed						0:00			
Thu						0:00			
Fri						0:00			
Sat						0:00			
Sun						0:00			
		Week's Total And Supervisor's Approved:				0:00			
Mon						0:00			
Tue						0:00			
Wed						0:00			
Thu						0:00			
Fri						0:00			
Sat						0:00			
Sun						0:00			
		Week's Total And Supervisor's Approved:				0:00			
TOTAL PAY PERIOD HOURS:MIN. Worked						0:00	0:00	0:00	

FLSA COMPLIANCE CERTIFICATION: We certify that this time record is correct and that arrangements have been made for overtime pay for any hours worked by the employee in excess of 40 hours per week.

<i>Date</i>	<i>Signature Of Employee</i>	<i>Date</i>	<i>Signature Of Supervisor</i>
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FOR AOC CONTROLLER'S OFFICE USE ONLY	TOTAL ACTUAL HOURS PAID		
	<i>Regular</i>	<i>Overtime</i>	<i>Holiday</i>
By	0:00	0:00 x 1.5 =	0:00
			0 x.5 = 0