

INSTAAR BIWEEKLY EMPLOYEE WORK RECORD

EXAMPLE

Employee Name: Maximus Hours

Employee HRMS ID: 95999

Supervisor: Suey Conscientious

Dept. Phone: X-X X X X

Payrate: \$10/hour

Pay Period Ending: 2.18.12

Accounting Tech: ☐ Mary ☐ Sedrick ☒ Kathy ☐ Keir

DATES	2/5	2/6	2/7	2/8	2/9	2/10	2/11	Week 1
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM Time In		8:00		8:00		8:15		
AM Time Out		12:00		12:00		12:00		
PM Time In				1:00				
PM Time Out				5:00				
TOTAL		4.00		8.00		3.75		15.75

DATES	2/12	2/13	2/14	2/15	2/16	2/17	2/18	Week 2
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM Time In		8:00		8:00		8:15		
AM Time Out		12:00		12:00		12:00		
PM Time In				1:00				
PM Time Out				5:00				
TOTAL		4.0		8.0		3.75		15.75

TWO WEEK TOTAL HOURS: 31.5

Certification: I understand my job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half time my annualized hourly rate. I agree to work overtime or compensatory time only with advance approval of my supervisor. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor.

Employee's Signature Maximus Hours Date 2.20.12

Supervisor's Signature Suey Conscientious 2.20.12

HRMS Entered by: _____

Date: _____