

**TIME RECORD**

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PAYROLL PERIOD: \_\_\_\_\_

POSITION: \_\_\_\_\_

|    | DATE | ON | OFF | ON | OFF | ON | OFF | ON | OFF | TOTAL HOURS |           |
|----|------|----|-----|----|-----|----|-----|----|-----|-------------|-----------|
| SU |      |    |     |    |     |    |     |    |     |             |           |
| MO |      |    |     |    |     |    |     |    |     |             |           |
| TU |      |    |     |    |     |    |     |    |     |             | REG HOURS |
| WE |      |    |     |    |     |    |     |    |     |             | _____     |
| TH |      |    |     |    |     |    |     |    |     |             |           |
| FR |      |    |     |    |     |    |     |    |     |             | OVERTIME  |
| SA |      |    |     |    |     |    |     |    |     |             | _____     |

|    | DATE | ON | OFF | ON | OFF | ON | OFF | ON | OFF | TOTAL HOURS |           |
|----|------|----|-----|----|-----|----|-----|----|-----|-------------|-----------|
| SU |      |    |     |    |     |    |     |    |     |             |           |
| MO |      |    |     |    |     |    |     |    |     |             |           |
| TU |      |    |     |    |     |    |     |    |     |             | REG HOURS |
| WE |      |    |     |    |     |    |     |    |     |             | _____     |
| TH |      |    |     |    |     |    |     |    |     |             |           |
| FR |      |    |     |    |     |    |     |    |     |             | OVERTIME  |
| SA |      |    |     |    |     |    |     |    |     |             | _____     |

|    | DATE | ON | OFF | ON | OFF | ON | OFF | ON | OFF | TOTAL HOURS |           |
|----|------|----|-----|----|-----|----|-----|----|-----|-------------|-----------|
| SU |      |    |     |    |     |    |     |    |     |             |           |
| MO |      |    |     |    |     |    |     |    |     |             |           |
| TU |      |    |     |    |     |    |     |    |     |             | REG HOURS |
| WE |      |    |     |    |     |    |     |    |     |             | _____     |
| TH |      |    |     |    |     |    |     |    |     |             |           |
| FR |      |    |     |    |     |    |     |    |     |             | OVERTIME  |
| SA |      |    |     |    |     |    |     |    |     |             | _____     |

|    | DATE | ON | OFF | ON | OFF | ON | OFF | ON | OFF | TOTAL HOURS |           |
|----|------|----|-----|----|-----|----|-----|----|-----|-------------|-----------|
| SU |      |    |     |    |     |    |     |    |     |             |           |
| MO |      |    |     |    |     |    |     |    |     |             |           |
| TU |      |    |     |    |     |    |     |    |     |             | REG HOURS |
| WE |      |    |     |    |     |    |     |    |     |             | _____     |
| TH |      |    |     |    |     |    |     |    |     |             |           |
| FR |      |    |     |    |     |    |     |    |     |             | OVERTIME  |
| SA |      |    |     |    |     |    |     |    |     |             | _____     |

|    | DATE | ON | OFF | ON | OFF | ON | OFF | ON | OFF | TOTAL HOURS |           |
|----|------|----|-----|----|-----|----|-----|----|-----|-------------|-----------|
| SU |      |    |     |    |     |    |     |    |     |             |           |
| MO |      |    |     |    |     |    |     |    |     |             |           |
| TU |      |    |     |    |     |    |     |    |     |             | REG HOURS |
| WE |      |    |     |    |     |    |     |    |     |             | _____     |
| TH |      |    |     |    |     |    |     |    |     |             |           |
| FR |      |    |     |    |     |    |     |    |     |             | OVERTIME  |
| SA |      |    |     |    |     |    |     |    |     |             | _____     |

TOTAL HOURS \_\_\_\_\_

**CENTRAL OFFICE USE ONLY**

SUPERVISOR'S SIGNATURE \_\_\_\_\_

|                |       |
|----------------|-------|
| REGULAR HOURS  | _____ |
| EXTRA HOURS    | _____ |
| OVERTIME HOURS | _____ |