

EMPLOYEE TIME RECORD SHEET



INSTRUCTIONS: The Employee Time Record Sheet is required to be completed by all employees who are subject (non-exempt) to the minimum wage and/or overtime pay requirements of the South Carolina Personnel Rules. Record time "IN" and "OUT" in exact minutes, record each daily total of regular compensable time to nearest .25 hour, and record each period of unscheduled emergency time to next highest .25 hour. Compensable time worked in excess of 40 hours a week, or unscheduled emergency time, must be approved in advance by the appropriate Vice-President or Executive Officer.

The department must retain this time record sheet for a least three fiscal years.

DEPT. NO.	Name (First, Middle, Last)				Employee ID	PAY RATE				
WEEK ENDING				01/04/XX (EXAMPLE K) Flex						
Day of Week	Record of "In" and "Out" Time				REGULAR COMPENSABLE TIME					Unscheduled Emergency Time
					Time Worked	Annual Leave	Sick Leave	Other Leave	Total	
FRIDAY	IN	7:30	12:30		7.5				7.5	
	OUT	11:30	4:00							
SATURDAY	IN								0	
	OUT									
SUNDAY	IN								0	
	OUT									
MONDAY	IN							7.5	7.5	New Years Day
	OUT									
TUESDAY	IN	7:30	12:30		7.5				7.5	
	OUT	11:30	4:00							
WEDNESDAY	IN	7:30	12:30		7.5				7.5	
	OUT	11:30	4:00							
THURSDAY	IN	7:30	12:30		7.5				7.5	
	OUT	11:30	4:00							
TOTAL FOR WEEK					30	0	0	7.5	37.5	
WEEK ENDING				01/04/XX (EXAMPLE L) Compressed						
Day of Week	Record of "In" and "Out" Time				REGULAR COMPENSABLE TIME					Unscheduled Emergency Time
					Time Worked	Annual Leave	Sick Leave	Other Leave	Total	
FRIDAY	IN								0	
	OUT									
SATURDAY	IN								0	
	OUT									
SUNDAY	IN								0	
	OUT									
MONDAY	IN					2.0		7.5	9.5	New Years Day
	OUT									
TUESDAY	IN	7:00	12:30		9.5				9.5	
	OUT	12:00	5:00							
WEDNESDAY	IN	7:00	12:30		9.5				9.5	
	OUT	12:00	5:00							
THURSDAY	IN	7:00	12:30		9.0				9	
	OUT	12:00	4:30							
TOTAL FOR WEEK					28	2	0	7.5	37.5	
SPECIAL NOTES:										