

*COMPUTER SERVICES BUREAU
NON-EXEMPT EMPLOYEE TIME SHEET*

PAY PERIOD: _____

NAME: _____

PAYROLL ID: _____

CLASSIFICATION: _____

NORMAL WORKING HOURS: _____

| Day | Date | FLSA Cycle | Start Time | Lunch | | End Time | Total Hours Worked | Leave Used/Comments |
|---------------------|------|---------------|------------|---------|-------|----------|--------------------------|---------------------|
| | | | | 30 min. | 1 hr. | | | |
| Saturday | | 1 | | | | | | |
| Sunday | | 2 | | | | | | |
| Monday | | 3 | | | | | | |
| Tuesday | | 4 | | | | | | |
| Wednesday | | 5 | | | | | | |
| Thursday | | 6 | | | | | | |
| Friday | | 7 | | | | | | |
| <i>Weekly Total</i> | | | | | | | | |

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| Sunday | | 2 | | | | | | |
| Monday | | 3 | | | | | | |
| Tuesday | | 4 | | | | | | |
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| Wednesday | | 5 | | | | | | |
| Thursday | | 6 | | | | | | |
| Friday | | 7 | | | | | | |
| <i>Weekly Total</i> | | | | | | | | |

15 minutes = .25

30 minutes = .50

45 minutes = .75

*Current
Pay Period
Total
Hours*

I certify that the hours worked as shown above are true and correct.

Employee: _____

Date: _____

Supervisor: _____

Date: _____