COMPUTER SERVICES BUREAU
NON-EXEMPT EMPLOYEE TIME SHEET

PAY PERIOD: _____ NAME: _____

PAYROLL ID: _____ CLASSIFICATION: _____

NORMAL WORKING HOURS: _____

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

Weekly Total

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

Weekly Total

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

Weekly Total

Current Pay Period Total Hours

15 minutes = .25
30 minutes = .50
45 minutes = .75

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

Employee: _____ Date: _____

Supervisor: _____ Date: _____