



**Southeastern Conference of Seventh-day Adventists**

**MONTHLY TIME RECORD TO BE COMPLETED BY NON-EXEMPT EMPLOYEES**

Non-exempt employees must record their actual time worked and starting/stopping times for each work day. If an employee's working time is interrupted by partial or full workday absence (e.g., medical appointment), the employee must record the actual time he/she leaves and returns to work.

*Please ensure that you are following your state requirements regarding the length of the lunch break.* Employees whose scheduled unpaid meal break is interrupted by work must record the actual time worked and have the entry initialed by their supervisor.

Employees are expected to accomplish their assigned tasks within scheduled work hours. Any additional working time or overtime required to accomplish tasks must be approved *in advance* by the supervisor.

Employee Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Location: \_\_\_\_\_

DATE	AM TIME IN	TIME OUT	MEAL BREAK	PM TIME IN	TIME OUT	H = HOLIDAY V = VACATION A = ABSENCE	HOURS WORKED	SUPERVISOR INITIALS (AS NEEDED)
Example	8:00 a.m.	12:00 p.m.		-----	12:30 p.m.	4:30 p.m.	Absence 3-4pm	7
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30.			-----					
31.			-----					

Regular Hours Worked: \_\_\_\_\_ Overtime Hours Worked: \_\_\_\_\_ **TOTAL HOURS WORKED:** \_\_\_\_\_

I certify that I have reported on this time sheet all working time during each work week of this payroll period, and that I have not omitted any hour worked, including any overtime hours, from this time sheet. I understand that false, misleading, or omitted information on this report can result in termination of employment. I understand this form must be turned in before I receive a payroll check.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE                                      DATE                                      SOCIAL SECURITY NUMBER

The completed and signed time sheet must be preserved for three (3) years after the dates covered. This time sheet may not be discarded before the expiration of 3 years without prior approval of the Southeastern Conference Treasurer (CFO)/Human Resources Director.