# Classified Hourly Employee Time Sheet

**Period:** _______ to _______

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<th>Day</th>
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<th>In</th>
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<th>Total Worked</th>
<th>Paid (a)</th>
<th>Comp (a)</th>
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<th>Hol. Reg.</th>
<th>Hol. Float</th>
<th>OT Comp</th>
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**TOTALS:**

*Hourly employees are not eligible to accrue time until after they have completed 19 pay periods.

(a) Memorandum signed by supervisor and vice president must be received by Human Resources Office before payment will be made for any overtime.

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**ACCRUAL SUMMARY**

- **Beginning Balance**
- **Earned This Period**
- **Subtotal**
- **Credits Used**
- **Balance End Of Period**

**FOR PAYROLL USE ONLY**

- **Overtime PP#**
- **Holiday PP#**
- **RGH PP#**
- **Amount #**

**TIMEKEEPER USE ONLY**

- **Vacation Maximum Warning Sent**
- **Correction Notice Sent**
- **7 yr. Notice Sent**
- **19 PP Notice Sent**

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**EMPLOYEE USE**

- **Other Time Used:**
  - **Military Leave Used** (Dates)
  - **Organizational Leave Used** (Dates)
  - **Worker's Compensation Used**
    - **Case #**
    - **Hours**
    - **Min.**
  - **Jury Duty** (Dates)

**Signatures:**

- (Employee)
- (Supervisor) **Certified Correct**

Submit Green Copy to Payroll Office, Mayum Hall on Monday following end of period.

09/23