

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 at least three fiscal years.

DEPT. NO.	Name (First, Middle, Last)	Employee ID	PAY RATE							
WEEK ENDING _____										
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									
	OUT									
SATURDAY	IN									
	OUT									
SUNDAY	IN									
	OUT									
MONDAY	IN									
	OUT									
TUESDAY	IN									
	OUT									
WEDNESDAY	IN									
	OUT									
THURSDAY	IN									
	OUT									
TOTAL FOR WEEK										
WEEK ENDING _____										
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									
	OUT									
SATURDAY	IN									
	OUT									
SUNDAY	IN									
	OUT									
MONDAY	IN									
	OUT									
TUESDAY	IN									
	OUT									
WEDNESDAY	IN									
	OUT									
THURSDAY	IN									
	OUT									
TOTAL FOR WEEK										
SPECIAL NOTES:										
EMPLOYEE CERTIFICATION:			SUPERVISOR'S CERTIFICATION:							
I certify that the above information is accurate and complete.			I certify that the above information is accurate and complete. If the employee is a CWSP student, I further certify that his/her work was performed in a satisfactory manner.							
DATE	EMPLOYEE'S SIGNATURE		DATE	SUPERVISOR'S SIGNATURE						