

MONTGOMERY COUNTY SCHOOLS

Individual Non-Exempt Employee Time Record

Name _____

Pay Period _____ Thru _____

*****RECORD REGULAR WORKED HOURS HERE**

Date	Time In	1st Break		*Lunch		**2nd Break		Time Out	Regular Daily Hrs Worked
		Out	In	OUT	IN	Out	In		
TOTAL REGULAR HOURS WORKED THIS PAY PERIOD									

*Lunch should be taken close to the middle of the work shift

**Employee must work 8 hours to receive second break

Extra Time & Overtime: Any hours worked above your weekly contracted time must be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work.

*****RECORD EXTRA/OVER TIME HOURS HERE**

DATE	HOURS	REASON	AUTHORIZED BY	BUDGET CODE

Continue on Other Side

NO. OF REGULAR HOURS WORKED _____

NO. OF EXTRA HOURS WORKED _____

I VERIFY I WORKED THE ACTUAL HOURS RECORDED:

EMPLOYEE SIGNATURE

SUPERVISOR/PRINCIPAL

Please indicate reasons for absences in the applicable block, using the following codes:

- | | | |
|--------------------------|---------------------------------|-------------------------|
| A - Unauthorized absence | H - Approved holiday (with pay) | PD - Personal leave day |
| E - Emergency leave: | I - Illness in immediate family | P - Leave without pay |
| EL - Legal | J - Jury duty | S - Personal illness |
| ED - Death | PL - Approved prof. leave | T - Day terminated work |
| EO - Other | NC - Non-contracted day | V - Vacation day |

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CONT'D FROM FRONT PAGE

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I VERIFY I WORKED THE ACTUAL HOURS RECORDED:

EMPLOYEE SIGNATURE

SUPERVISOR/PRINCIPAL

