

GODFREY LEE PUBLIC SCHOOLS TIMESHEET

NAME: _____

PAY PERIOD: _____

POSITION: _____

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Reg Hours	Add'l Hours	Explanation of Additional Hours
Sun								
Mon								
Tue								
Wed								
Thurs								
Fri								
Sat								
Sun								
Mon								
Tue								
Wed								
Thurs								
Fri								
Sat								
Total Hours								

EMPLOYEE SIGNATURE	For Payroll Use Only:
ACCOUNT NUMBER	RATE \$
SUPERVISOR SIGNATURE	TOTAL PAY \$

Regular hours are up to and including 8 hours a day. Overtime will be paid for those hours over 8 hours a day or 40 hours a week including any hours on Saturday or Sunday. Additional hours are any hours over scheduled hours. The federal Fair Labor Standards Act (FLSA) and the laws in most states require that employers keep accurate records of hours worked and wages paid to nonexempt employees. Records of hours worked can be tracked using handwritten time cards, punching time clocks, or through the use of electronic badge readers or hand scanners. Any one of these methods is fine as long as accurate records are kept. Employers should adopt a written policy letting employees know that they are responsible for accurately recording the times they arrive at and leave work. This policy also should inform employees of the consequences for deliberately falsifying time cards or clocking in for other employees, which may include immediate termination of employment. GLPS Policy #8900 discusses fraud of various types.