

ARKANSAS-LOUISIANA CONFERENCE OF SEVENTH-DAY ADVENTISTS
LESS THAN FULL-TIME SALARIED EMPLOYEE WORK LOG
INSTRUCTIONS FOR COMPLETING YOUR WORK LOG

As a salaried employee, you receive a fixed remuneration that does not vary based on your hours worked. Completing this Salaried Employee Work Log will not alter your salaried remuneration or result in your reclassification by the Conference. Failure to complete this log or provide accurate information may impact your eligibility for Conference employment benefits. Completing this log every work day and providing accurate information regarding your working time will ensure that you receive all of the Conference employment benefits for which you are eligible.

- Clearly fill out your Work Log for the appropriate pay period. Time Records must be legible. Use a blue or black pen.
- You must sign your Work Log. Work Logs that are submitted without your signature will be returned to you for signature.
- Be honest in recording your hours worked. Recording false, incomplete, or misleading time, or omitting information from your Work Log, will result in discipline, up to and including dismissal from employment.
- Accurately record your time worked. Record the actual times at which you start and stop working each day. If your working time is interrupted by a partial-day or full-day absence, record the actual times that you left from and returned to work.
- Record your total hours worked in decimals. For example, one and one half hours would be recorded as 1.5. Two hours and 45 minutes would be 2.75.
- Do not indicate why you are absent from work on your Work Log. Instead, record only the times that you start and end working.
- Fill out your Work Log during the work day. Do not attempt to remember when you worked. Record your time by the end of the day or on the next morning.
- Do not mark the sections of the Work Log for which you have no time to enter, but if you are absent for a full day write "0" in the column for hours worked.
- Submit your Work Log to your supervisor. If you have questions, ask your supervisor.

LESS THAN FULL-TIME SALARIED EMPLOYEE WORK LOG

Employee Name _____

Facility/Location _____

Hourly employees are not exempt from federal and state wage laws and must record their actual time worked and starting/stopping times for each work day. If an employee's working time is interrupted by a partial or full workday absence (e.g., medical appointment), the employee must record the actual time he/she leaves and returns to work.

| First Pay Period | Date | Start Time | Absence Time Out | Absence Return Time | Lunch Time Out | Lunch Time In | Absence Time Out | Absence Return Time | End Time | Hours Worked | Supervisor Initials (As Needed) |
|------------------|-------|------------|------------------|---------------------|----------------|---------------|------------------|---------------------|----------|--------------|---------------------------------|
| Example: | | 8:30 am | | | 12:00 pm | 1:15 pm | | | 5:15 pm | 7.5 | |
| Month: _____ | 16 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 17 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 18 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 19 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 20 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 21 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 22 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 23 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 24 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 25 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 26 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 27 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 28 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 29 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 30 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 31 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |

MEAL BREAK

Regular Hours Worked _____
 Overtime Hours Worked _____
 TOTAL HOURS WORKED IN FIRST PAY PERIOD _____

