

ARKANSAS-LOUISIANA CONFERENCE OF SEVENTH-DAY ADVENTISTS
HOURLY EMPLOYEE TIME RECORD
INSTRUCTIONS FOR COMPLETING YOUR TIME RECORD

- Clearly fill out your Time Record for the appropriate pay period. Time Records must be legible. Use a blue or black pen.
- You must sign your Time Record. Time Records 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 Time Record, 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 Time Record. Instead, record only the times that you start and end working.
- Fill out your Time Record 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.
- Full time employees MUST take at least a 30-minute unpaid meal break. You do not need to take your meal break at the same time each day.
- If your scheduled unpaid meal break is interrupted by work, record the actual time worked. Only work during your unpaid meal break time if interrupted by critical or time sensitive work.
- Unless approved in writing by your supervisor, you may not work through all or part of your unpaid meal break to make up missed work time or allow you to leave work early.
- You are expected to accomplish your duties within scheduled work hours. Any additional working time or overtime required to accomplish assigned duties must be approved in advance by your supervisor.
- You must obtain your supervisor's initials on your Time Record if you (i) work additional time outside of your work schedule, or (ii) work overtime hours, or (iii) need to correct previously recorded working time that was recorded inaccurately.
- Do not mark the sections of the Time Record 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 Time Record to your supervisor. If you have questions, ask your supervisor.

HOURLY EMPLOYEE TIME RECORD

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 _____

HOURLY EMPLOYEE TIME RECORD

Second 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)
Month: _____	1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	6	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	7	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	8	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	9	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	10	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	11	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	12	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	13	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	14	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	15	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Regular Hours Worked _____											
Overtime Hours Worked _____											
TOTAL HOURS WORKED IN SECOND PAY PERIOD _____											

MEAL BREAK

I certify that I have reported on this time record all of my working time during each work week in the payroll periods, and that I have not omitted any hours worked, including any overtime hours, from this time sheet. I understand that false, misleading, or omitted information on this report can result in termination of employment.

Signature of Employee

Date

The completed and signed time sheet must be preserved for three (3) years after the dates covered. This time record may not be discarded before the expiration of 3 years without prior approval of the Conference Treasurer.