

BEE COUNTY, TEXAS

TIME AND ATTENDANCE RECORD

Employee Name

Empl. ID# _____

Department #: _____
Department Name : _____

Status:	CIRCLE THE ONE(S) THAT APPLY	
	Full-Time	Part-Time
	Temp- FT	Temp- PT
	Exempt	Non-Exempt

PAY PERIOD: BEGIN: _____ THROUGH _____ END: 1/13/1900

****NOTE**: TIME MUST BE INPUT USING 24HR TIME. (FOR EXAMPLES, SEE THE TIME LEGEND)**

DAY	ACTUAL HOURS WORKED					LEAVE HOURS TAKEN				TOTAL HOURS	COMMENTS
	IN	OUT	IN	OUT	HOURS WORKED	SICK	VAC	COMP USED	*OTHER LEAVE		
0-Jan	Sun				0					0	
1-Jan	Mon				0					0	
2-Jan	Tue				0					0	
3-Jan	Wed				0					0	
4-Jan	Thurs				0					0	
5-Jan	Fri				0					0	
6-Jan	Sat				0					0	
TOTAL 1ST WEEK					0	0	0	0	0	0	
7-Jan	Sun				0					0	
8-Jan	Mon				0					0	
9-Jan	Tue				0					0	
10-Jan	Wed				0					0	
11-Jan	Thurs				0					0	
12-Jan	Fri				0					0	
13-Jan	Sat				0					0	
TOTAL 2ND WEEK					0	0	0	0	0	0	
GRAND TOTALS					0	0	0	0	0	0	

_____ X 1 = 0 COMP HRS
_____ X 1.5 = 0.00 0.00

*OTHER LEAVE: H-Holiday A-Administrative Leave LWOP-Leave Without Pay J-Jury Duty F-Funeral WC- Injury on the job B-Birthday FMLA-Family Medical Leave Act
****PLEASE DO NOT WHITE-OUT THE INFORMATION ON THIS TIME SHEET, ALL CORRECTIONS MUST BE INITIALED**

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE ACTUAL PHYSICAL HOURS WORKED ABOVE WERE PERFORMED BY ME FOR THE SOLE BENEFIT OF BEE COUNTY, AND NO OTHER PRIVATE OR PUBLIC ENTITY

Instructions for completion of form: When entering time arriving and time leaving, use actual time: Example (8:05 am is recorded as 8:05)

When computing hours, round the time to the nearest Quarter hour: Example (An 8:07 arrival time is computed as 8:00) (An 8:08 arrival time is computed as 8:15)

This time sheet must be signed by the employee and the Department Head, and turned into the HE's Office by 10:00 am on Monday after the end of the time period.

Three or more consecutive days of sick leave requires a Doctor's Note attached to time sheet when received by the HR's Office

I VERIFY I HAVE READ THE ABOVE TIME RECORD, AND TO MY KNOWLEDGE IT IS TRUE AND CORRECT.

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE