

### Earlham College/ESR Hourly Staff

|                                  |                   |
|----------------------------------|-------------------|
| Employee Name<br>(print legibly) | Department Number |
|----------------------------------|-------------------|

For week ending \_\_\_\_\_

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday     |  |
|--------|--------|---------|-----------|----------|--------|--------------|--|
|        |        |         |           |          |        |              |  |
|        |        |         |           |          |        | Weekly total |  |

For week ending \_\_\_\_\_

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday     |  |
|--------|--------|---------|-----------|----------|--------|--------------|--|
|        |        |         |           |          |        |              |  |
|        |        |         |           |          |        | Weekly total |  |

The above is a complete record of hours worked in a satisfactory manner.

\_\_\_\_\_  
Employee signature  
See information on reverse side

\_\_\_\_\_  
Supervisor signature

**TOTAL** \_\_\_\_\_

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Supervisor signature

**TOTAL** \_\_\_\_\_

Regulations under the FEDERAL FAIR LABOR STANDARDS ACT require that: "A record must be kept of all time during which employees are required to be on duty or to remain on the premises, or be at a prescribed workplace with the exception of regular meal periods".

For all hourly employees, please use figures for the number of REGULAR HOURS WORKED.

Please use symbol AND figure for circumstances listed below (e.g., 4-V)

|                    |              |                                |
|--------------------|--------------|--------------------------------|
| H - Holiday        | V - Vacation | *A - Approved use of sick time |
| P - Personal       | S - Sick     | (see handbook)                 |
| W - Worked Holiday |              |                                |

\*Approved use of Sick time up to 24 hours must be explained on reverse and initialed by Supervisor.

\*Over 24 hours of Approved use of Sick time used in the fiscal year must be approved through the Business Office.

**Unusual circumstances such as overtime & periods of unpaid or paid leave must be approved through the Business Office.**

As a private institution, we are not permitted to accrue Compensatory Time (Comp Time). "Comp. Time" must be exhausted within the regularly scheduled week.

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