

**FOR NON-EXEMPT EMPLOYEES ONLY**

**APPENDIX I**

<b>Parish/Location</b>	<b>SCHEDULED WORK WEEK</b>		<h1 style="margin:0;">Time Sheet</h1>
	Days	Time	
Employee Name			Period Ending

	DATE	MORNING		AFTERNOON		TOTAL HOURS
		IN	OUT	IN	OUT	
Sunday	/ /					
Monday	/ /					
Tuesday	/ /					
Wednesday	/ /					
Thursday	/ /					
Friday	/ /					
Saturday	/ /					

Notes:

	DATE	MORNING		AFTERNOON		TOTAL HOURS
		IN	OUT	IN	OUT	
Sunday	/ /					
Monday	/ /					
Tuesday	/ /					
Wednesday	/ /					
Thursday	/ /					
Friday	/ /					
Saturday	/ /					

Notes:

	DATE	MORNING		AFTERNOON		TOTAL HOURS
		IN	OUT	IN	OUT	
Sunday	/ /					
Monday	/ /					
Tuesday	/ /					
Wednesday	/ /					
Thursday	/ /					
Friday	/ /					
Saturday	/ /					

Notes:

Overtime compensation is granted to non-exempt (hourly) employees who are scheduled or requested to work in excess of forty (40) hours per week. Authorized advance approval of immediate supervisor is requested as per personnel policies.

EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE

<b>FOR OFFICE USE ONLY</b>	
Reg. Hours	Overtime