



Employee Name	
Supervisor Name	

Exempt and Non-Exempt Salaried

Regular Work Schedule	IN	OUT	IN	OUT	Hours Per Day [NONEXEMPT] OR DAYS SCHEDULED FOR EXEMPT
WEEK 1					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
WEEK 2					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

75 hours* total biweekly. Prorated for part-time
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This is your standard, scheduled hours.

This would not include any additional hours such as comp time, overtime or occasional flex hours IF applicable.

***EXEMPT STAFF:** ONLY NEED TO MARK DAYS SCHEDULED TO WORK WITH AN X.

NON-EXEMPT Example:

In at: 8am **Out at:** 12 pm **In at:** 1 pm **Out at:** 4:30pm. The total daily hours equals 7.50

SATURDAY & Sunday pass days

Or

In at: 7am **Out at:** 12 pm **In at:**12:30 pm **Out at:** 4:30pm. Mon – Wed [9hours per day] and Thursday:

7am **Out at:** 12 pm **In at:**12:30 pm **Out at:** 6 pm. [10.50 hours] Friday, Saturday, Sunday Pass Days

SCHEDULE AND SUPERVISOR CHANGES MUST BE REPORTED TO THE PAYROLL OFFICE.