

Part-Time Exempt Employee Time Record

Part-time exempt employees who earn less than \$23,660 per year are required to complete and submit this form on a monthly basis.

Employee Information

Name _____ Employee ID # _____

Department _____ Work Phone: _____

Time records for the Month of: _____ **Year:** _____

Check one:

_____ I worked less than 40 hours a week each week this month.

_____ I worked more than 40 hours a week during these weeks (circle all that apply and record hours below):

1st week 2nd week 3rd week 4th week 5th week

If you worked MORE THAN 40 hours during any week, record your daily work hours for those weeks below.
You may need to indicate dates in a previous or subsequent month.

Week One Sunday's Date: ____/____/____	Week Two Sunday's Date: ____/____/____	Week Three Sunday's Date: ____/____/____	Week Four Sunday's Date: ____/____/____	Week Five Sunday's Date: ____/____/____
Note hours worked:	Note hours worked:	Note hours worked:	Note hours worked:	Note hours worked:
Sun _____	Sun _____	Sun _____	Sun _____	Sun _____
Mon _____	Mon _____	Mon _____	Mon _____	Mon _____
Tues _____	Tues _____	Tues _____	Tues _____	Tues _____
Wed _____	Wed _____	Wed _____	Wed _____	Wed _____
Thurs _____	Thurs _____	Thurs _____	Thurs _____	Thurs _____
Fri _____	Fri _____	Fri _____	Fri _____	Fri _____
Sat _____	Sat _____	Sat _____	Sat _____	Sat _____
Total:	Total:	Total:	Total:	Total:

Employee signature

Date

Supervisor signature

Date

Supervisor - Retain with timekeeping records for five years