

STAFF MEMBER: _____ Audent Area Community Services, Inc. EMPLOYEE #: _____

**HEAD START AGREEMENT
STAFF TIME & ATTENDANCE REPORT**

PAY PERIOD: MONTH _____ DATE _____ THROUGH MONTH _____ DATE _____ YEAR _____

Each employee is responsible for working and accounting for an assigned standard number of hours, not to exceed eight hours per day without prior approval from the Head Start director (or Local Area Manager). When the total hours worked are less than the assigned standard, the difference must be reported under Leave Time, and a leave slip attached for the time used. *Prior written approval must be obtained from the Executive Director for work in excess of 40 hours in any work week and such overtime must be approved/recommended in advance by the project director, be appropriately documented and explained.* All time worked beyond the employee's assigned standard number of hours must be recorded in the Column labeled "AAH#" (Additional Approved Hours)/column. Time and Attendance Reports are to be received in the AACS, Inc. Payroll Department within five (5) calendar days following the close of the pay period.

M O N T H	D A Y	D A T E	TIME		HOURS WORKED				ADDITIONAL TIME AND OVERTIME APPROVED	LEAVE TIME				AGREEMENT CONDITIONS	
			IN	OUT	TOT	REG	AAH#	Tot		Ac' 1	Sick	Other	hol		W/O pay
	S														<p>Work Schedule Employee shall be employed in Employer's Head Start program in accordance with a prescribed work schedule. It is understood between the parties that the schedule represents the Employer's best estimate of its Head Start class schedule as well as mandatory professional development, staff training sessions, and other required activities. It is agreed that the Employer may, at its discretion, modify this schedule as necessary to discharge its responsibilities as a Head Start grantee. Employer shall notify the Employee of such modifications through memorandum, staff meetings or its other customary means of communicating with its Employees.</p> <p>Extent of Services Employee shall devote his entire time, attention, and energies to the Employer's business and shall not, during the term of the Employee Agreement, be engaged in any other business activity, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage; except as permitted in accordance with the policies and procedures of the Employer. The Employer acknowledges that the schedule and extent of services required of the Employee during out-of-school periods, may vary from time to time, depending upon the needs and activities of the Employer's business. However, the Employee is expected to remain available for assignment or business activity during the entire period of employment. The Employer shall publish a schedule or calendar for in-school and out-of-school periods to facilitate the Employee in performing his or her duties.</p>
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TOTALS															

AAH# = APPROVED ADDITIONAL HOURS
 ADDITIONAL HOURS BREAKDOWN: Payable Overtime (over 40 hours/week) Hours @ Time & One-Half Rate: _____ (for hours greater than 40 hours per week) Payable Additional Hours @ Regular Rates: _____

I certify the above Time and Attendance Report to be true and correct in accordance with my Work Schedule. My Time & Attendance Report is different from my work schedule (Salary will be adjusted for this pay period)

Approved additional hours Unpaid Leave Other

*For Scheduled School or Professional Days, write the hours worked in the "TOT" column.
 *For Non-Scheduled Days, write "N" in the TOT column for that day.
 Reviewed and Approved: _____

(Employee's Signature) _____ (Supervisor's Signature) _____