STAFF MEMBER: _____

Audubon Area Community Services, Inc.

STAFF TIME & ATTENDANCE REPORT

PROGRAM: _____ EMPLOYEE #: _____

(GRITS ONLY.....BUS#)

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

COUNTY: _____

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 project director. 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. When the total hours worked are more than standard or beyond normal working hours, the difference or work beyond the regular hours shall be reported in the Overtime column. Prior written approval must be obtained from the Executive Director for work in excess of 40 hours in any work week and overtime must be approved in advance by the project director and appropriately documented and explained. Time and Attendance Reports are to be received in the Payroll Department within five calendar days following the close of the pay period. All time is to be reported in no less than 1/4 hour fractions. Staff must allocate their time worked by "PA" change codes when their time is funded by more than one account; these are the respective programs' two digit account numbers.

MONTH	DAY	DATE	TIME		HOURS PAYABLE									OVERTIME AUTHORIZATION (PA)	APPROVED LEAVE							Leave Breakdown (Hourly ONLY)						
			IN	OUT	TOT	REG							OT		TOT	ANL.	SICK	COMP	Other	Hol	W/O Pay							
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OVERTIME HOURS BREAKDOWN: Payable Hours @ Time & One-Half Rates _____ for hours less 2% hrs./wk. comp.)* Payable Hours @ Regular Rate _____
Hours to be Credited to Compensatory Time = _____ (Exempt employees & 2% hrs./wk. now exempt)
NOTE: Total "Overtime" Hours, including hours @ regular rate, Must Equal the Approved total of Payable & Compensatory Hours.

I certify the above Time and Attendance Report to be true and correct.

_____
(Employee's Signature)

Reviewed and Approved: ☐N ☐B

_____
(Supervisor's Signature)

*The 2% Hours exclusion is not applicable to minimum wage and/or marginal lower wage employees. Wages paid can never be less than the minimum wage rate for hours worked.