

WHARTON ISD WEEKLY TIME REPORT NON-EXEMPT PERSONNEL

Name:		Campus/Dept:	
Job/Position:			
Week Beginning:		Week Ending:	

- Overtime occurs only when actual hours worked exceeds 40 hours in a workweek
- Employees shall not work overtime without prior approval of their supervisor
- Duty-free meal periods are not counted as time worked
- Hours worked should be rounded to the nearest quarter hour
- Employees may be compensated for overtime with Comp Time instead of overtime pay
- Available Comp Time must be used before available paid leave
- **OVERTIME PAY REQUESTS MUST BE SUBMITTED ON THE APPROPRIATE FORM TO THE PAYROLL DEPARTMENT**

Days of Week	Date	Start Time	Stop Time	Hours Worked	Leave Hours	Explanation Code
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Use these Codes to explain leave hours:

P – Personal Leave S – Sick Leave C – Comp Time Used
 J – Jury Duty or Subpoena H – Holiday D – Death in Family
 L – Leave Without Pay V – Vacation O - Other

Beginning Comp
 Time Balance _____
 + Comp Time Earned _____
 - Comp Time Used _____
 = Ending Comp
 Time Balance _____

I certify this is an accurate record of the actual hours worked.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____