HART COUNTY SCHOOLS CLASSIFIED TIME RECORD

J Jury Duty H Holiday P Personal Leave Day S Sick Leave Day V Vacation Day (For 260 Day Employees Only) D Deduct Day N Non-Contract Day							1	From_		t)								
Wk. 1 Date On Off On Off On Off Total Hours Wk. 2 Date On Off On Off Total Hours Sun																			
Wk. 1 Date On Off On Off On Off Total Hours Wk. 2 Date On Off On Off On Off Total Hours Sun Mon	Emplo	yee:							-										
Sun Mon	Emplo	yee #	_																
Mon Tues Wed Wed Mon Tues Wed Thurs Th	Wk.	1 Date	On	Off	On	Off	On	Off	Total Hours		Wk. 2	Date	On	Off	On	Off	On	Off	Total Hou
Tues Wed	Sun										Sun								
Wed	Mon										Mon								
Thurs	Tues										Tues								
Fri Sat	Wed										Wed								
Regular Hours Worked for Week 1 Regular Hours Worked for Week 2 Extra Hours Worked for Week 1 Extra Hours Worked for Week 2 Absence Codes (For Chart Below): E Emergency Leave Day J Jury Duty H Holiday P Personal Leave Day S Sick Leave Day V Vacation Day (For 260 Day Employees Only) D Deduct Day N Non-Contract Day Regular Hours Worked for Week 2 Extra Hours For Pay PeriodExtra Hours for Pay Period Extra Hours for Pay PeriodExtra Hours for Pay Period Principal / Supervisor Signature Non-Contract Day	Thur	s									Thurs								
Regular Hours Worked for Week 1	Fri										Fri								
Extra Hours Worked for Week 2 Absence Codes (For Chart Below): Emergency Leave Day Jury Duty Holiday Personal Leave Day Sick Leave Day Vacation Day (For 260 Day Employees Only) Deduct Day Non-Contract Day Extra Hours Worked for Week 2 TOTAL HOURS WORKED FOR PAY PERIOD Extra Hours for Pay Period Extra Hours for Pay Period Extra Hours for Pay Period Principal / Supervisor Signature Principal / Supervisor Signature	Sat										Sat								
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NOTE: Overtime calculations are figured <u>each week</u>. Overtime rate is paid only on hours <u>actually worked</u> in excess of 40 hours per week (prior approval only).

Record of Absence:			For Central Office Use Only			
Date	Absence Code	Substitute Name	Org	Object	Project	Hours