

# Civil Service Semi-Monthly (1-15) Employee Time Recording Sheet

Department \_\_\_\_\_

Account Number \_\_\_\_\_

Fiscal Officer \_\_\_\_\_

Semi-monthly Pay Period Number \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**INSTRUCTIONS**

1. Record the actual number of hours worked for each day.
2. "Total Worked" should reflect actual hours on the job.
3. Vacation and sick should be recorded in the appropriate row.
4. All other absences should be recorded using the drop down boxed
5. "Total Reg. Hours" should reflect the total hours to be paid excluding overtime worked.
6. Fiscal officer must maintain properly completed and signed recording sheet at the department for a minimum of three years except where outside sponsors have requested a longer period of record retention.

Employee Name _____																	
AIS No		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Worked																	
Vacation																	
Sick																	

**Total Regular Hours**

Overtime																	

Employee Name _____																	
AIS No		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Worked																	
Vacation																	
Sick																	

**Total Regular Hours**

Overtime																	

Employee Name _____																	
AIS No		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Worked																	
Vacation																	
Sick																	

**Total Regular Hours**

Overtime																	

**I CERTIFY THIS RECORD TO BE CORRECT:**

hro0116  
01/12

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Date