

RESA 1

Regular Duty Time Sheet

Department: _____

Workweek Beginning: _____

Employee Name: _____

Employee No.: _____

Regular Schedule:

Morning

Evening

Starting Time: _____

Starting Time: _____

Lunch Period: _____

Lunch Period: _____

Stopping Time: _____

Stopping Time: _____

<u>Day of the Week</u>	<u>Date</u>	<u>Beginning Time (Hour/Min)</u>	<u>Stop-Time Mid-Day (Hour/Min)</u>	<u>Start-Time Mid-Day (Hour/Min)</u>	<u>Ending Time (Hour/Min)</u>	<u>Hours Actual Worked</u>	<u>Amount Of Personal Leave</u>	<u>Other Type of Leave</u>	<u>Employee/Supervisor Initial</u>
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
TOTALS									

Summary of Total Hours for the Week

	<u>Regular Hours</u>	<u>Overtime Hours*</u>	<u>Personal Leave Hours</u>	<u>Total All</u>
<u>Totals</u>				

*Over time must receive prior written approval by the Executive Director.

I hereby certify that this is a true and accurate representation of *all hours* that I have worked on behalf of RESA-I during the designated workweek.

Employee's Signature: _____ Date: _____

I hereby certify that to the best of my knowledge that this is a true and accurate representation of *all hours* worked by this employee during the designated workweek.

Supervisor's Signature: _____ Date: _____