



# Part-Time Exempt Employee Time Record

Part-time exempt employees who earn less than \$23,660 per year are required to complete and submit this form on a monthly basis.

## Employee Information

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department \_\_\_\_\_ Work Phone: \_\_\_\_\_

Time records for the Month of: \_\_\_\_\_ Year: \_\_\_\_\_

### Check one:

I worked less than 40 hours a week each week this month.

I worked more than 40 hours a week during these weeks (check all that apply and record hours below):

1st week

2nd week

3rd week

4th week

5th week

**If you worked MORE THAN 40 hours during any week, record your daily work hours for those weeks below.**

You may need to indicate dates in a previous or subsequent month.

Week One Sunday's Date:	Week Two Sunday's Date:	Week Three Sunday's Date:	Week Four Sunday's Date:	Week Five Sunday's Date:
<b>Note hours worked:</b>	<b>Note hours worked:</b>	<b>Note hours worked:</b>	<b>Note hours worked:</b>	<b>Note hours worked:</b>
Sun _____	Sun _____	Sun _____	Sun _____	Sun _____
Mon _____	Mon _____	Mon _____	Mon _____	Mon _____
Tues _____	Tues _____	Tues _____	Tues _____	Tues _____
Wed _____	Wed _____	Wed _____	Wed _____	Wed _____
Thurs _____	Thurs _____	Thurs _____	Thurs _____	Thurs _____
Fri _____	Fri _____	Fri _____	Fri _____	Fri _____
Sat _____	Sat _____	Sat _____	Sat _____	Sat _____
Total _____	Total _____	Total _____	Total _____	Total _____

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISOR—Retain with timekeeping records for five years**