SAINT MARY'S COLLEGE
of California
Non-Exempt Employee Attendance Report

Name (Print) | Employee I.D. | Department | / thru / /20 Dates Covered

DATE	DAY	START TIME	LUNCH START	LUNCH RETURN	END TIME	TOTAL REGULAR HOURS WORKED	HOURS OFF: TOTAL HOURS OFF	HOURS OFF: KEY *	OVERTIME: START TIME	OVERTIME: END TIME	OVERTIME: TOTAL OVER-TIME HOURS

*** KEY:** V = Vacation B = Bereavement L/A = Absence without pay
S = Sick H = Holiday J = Jury Duty

ATTENDANCE REPORT INSTRUCTIONS

DAILY:

1. Enter date, times you began work (in) and times you left work (out) for the day.
2. Enter hours to nearest quarter hour, I.e. .25, .75, etc.
3. Enter total hours worked each day in the Total Hours Column.
4. All hours off must have a key* code indicated.
5. All days and dates including Sat. and Sun. should be listed.

PAY PERIOD CUTOFF:

The following are required before submission to Payroll:

1. Sign and date the form.
2. Supervisor/Dept. Head signature and date.

ATTENDANCE REPORTS ARE DUE BY 3PM
ON THE 5th and 20th OF EACH MONTH

I hereby certify that all information above is true and correct.

Employee's Signature | Date

I approve the hours as recorded by this employee.

Supervisor's Signature | Date

Click to Reset Form After Printing