

Madison County Public Library Exempt Employee Timesheet

Employee name: _____
 Pay Period Starting: _____
 Pay Period Ending: _____

1. Enter name and pay period starting date
2. Enter exception hours in decimal format (i.e. 7.50)
3. Enter explanation. See below for explanation codes.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Week 1 Time Used
Sick									
Vacation									
Paid Leave									
Explanation									

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Week 2 Time Used
Sick									
Vacation									
Paid Leave									
Explanation									

Pay Period Total

Exception Status:	
Beginning Balance:	_____
Sick	_____
Vacation	_____

Hours Earned:	_____
Sick	_____
Vacation	_____

Ending Balance:	_____
Sick	_____
Vacation	_____

Explanation Codes:
Bereavement: B
Emergency Closing: EC
Holiday: H
Jury Duty: JD

Sick	
Vacation	

Employee Signature _____

Supervisor Signature _____