

## Madison County Public Library Non-Exempt Employee Timesheet

1. Enter name and pay period starting date

Employee name: \_\_\_\_\_

Pay Period Starting: 12/8/2014

2. Enter start and leave times each day (e.g. 11:30 AM)

Pay Period Ending: 12/21/2014

3. Enter exception hours in decimal format (e.g. 7.50) See below for explanation codes.

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
<b>Start</b>	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	<b>Week 1 Total</b>
<b>Leave</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Exception Hours:**

Sick								0
Vacation								0
Paid Leave								0
Explanation								

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
<b>Start</b>	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	Daily Total	<b>Week 2 Total</b>
<b>Leave</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Exception Hours:**

Sick								0
Vacation								0
Paid Leave								0
Explanation								

Exception Status:		
Beginning Balance:	Hours Earned:	Ending Balance:
Sick 0	Sick 0	Sick 0
Vacation 0	Vacation 0	Vacation 0

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

Regular	Pay Period Total
Regular	0.00
Sick	0
Vacation	0
Paid Leave	0
<b>Total</b>	<b>0.00</b>

\_\_\_\_\_  
Employee Signature

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