

FLORIDA A&M UNIVERSITY OPS STAFF

General Instructions:

1. Record the arrival time and departure time and total hours each day.
2. Total the weekly and biweekly hours worked.
3. Correct errors by crossing through the mistake, writing in and initialing the corrected information.
4. Complete the Overtime Report when the total hours in a work week exceed 40.

Name	Emplid	Dept. No./Name						Biweekly Pay Period	
Week 1									
DATE	DAY	MORNING		AFTERNOON		NIGHT		HOURS WORKED	
		IN	OUT	IN	OUT	IN	OUT	HR.	MIN.
	FRI	_____	_____	_____	_____	_____	_____	_____	_____
	SAT	_____	_____	_____	_____	_____	_____	_____	_____
	SUN	_____	_____	_____	_____	_____	_____	_____	_____
	MON	_____	_____	_____	_____	_____	_____	_____	_____
	TUE	_____	_____	_____	_____	_____	_____	_____	_____
	WED	_____	_____	_____	_____	_____	_____	_____	_____
	THU	_____	_____	_____	_____	_____	_____	_____	_____
							WEEKLY TOTAL	_____	_____

Week 2									
DATE	DAY	MORNING		AFTERNOON		NIGHT		HOURS WORKED	
		IN	OUT	IN	OUT	IN	OUT	HR.	MIN.
	FRI	_____	_____	_____	_____	_____	_____	_____	_____
	SAT	_____	_____	_____	_____	_____	_____	_____	_____
	SUN	_____	_____	_____	_____	_____	_____	_____	_____
	MON	_____	_____	_____	_____	_____	_____	_____	_____
	TUE	_____	_____	_____	_____	_____	_____	_____	_____
	WED	_____	_____	_____	_____	_____	_____	_____	_____
	THU	_____	_____	_____	_____	_____	_____	_____	_____
							WEEKLY TOTAL	_____	_____
							BIWEEKLY TOTAL	_____	_____

I certify that the above is a true account of the hours I have worked for Florida A&M University during the period specified.

Date	Signature of Employee	Immediate Supervisor or Designee	Date
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OVERTIME REPORT

Overtime Code: _____ Total Hours: _____

Authorized Signature