

MEXIA ISD WEEKLY NONEXEMPT TIME RECORD

Name _____

Location _____

Comments: _____

	Job Assignment											
		Date	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Hours Worked	Amount of Leave Used
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Total Hours												

Leave Type Codes

- | | | |
|-------------------------|--------------|---------------------|
| P–Personal Leave | S–Sick Leave | B – School Business |
| J–Jury Duty or Subpoena | H–Holiday | C– Comp Time Off |
| E - 1 Hour Early Out | V–Vacation | F - FML |

I certify this is an accurate record of the actual hours worked.

Employee Signature

Date

Supervisor Signature

Date

FOR PAYROLL USE ONLY												
Regular Hours Worked		OT Hours Worked		OT Hours Paid		Comp. Time Earned		Other				

