

GTCC EMPLOYEE TIME RECORD SHEET

EMPLOYEE NAME	MONTH, YEAR		COLLEAGUE ID #	DEPARTMENT/DIVISION	
	1st WEEK	2nd WEEK	3rd WEEK	4th WEEK	5th WEEK
SUNDAY	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *
	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> PR	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> R	<input type="checkbox"/> PR	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R	<input type="checkbox"/> R

LEGEND: R-Regular Hours AH-Additional Hours WHA-Work Hour Adjustment OTO-Overtime Off ML-Merit Leave SL-Sick Leave AL-Annual Leave BL-Bonus Leave H-Holiday IW-Inclement Weather OTE-Overtime Earned ER-Early Release

	Hours:	Hours:	Hours:	Hours:	Hours:
Worked	0.00	0.00	0.00	0.00	0.00
Scheduled to Work	40.00	40.00	40.00	40.00	40.00
Additional Hours					
Work Hour Adjustment					
Add'l Hours Brought Forward	0.00	0.00	0.00	0.00	0.00
OT Bank Balance Forward	0.000	0.000	0.000	0.000	0.000
Overtime Earned					
Overtime-Off/Paid**					
Overtime Bank Balance	0.000	0.000	0.000	0.000	0.000
IW Taken					
SL Taken					
AL Taken					
BL Taken					
H Official Holiday					
ER Early Release					
ML Merit Leave					

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE/DATE

*See separate directions sheet to complete this form.

**For cases of payment for overtime earned due to an emergency situation(s), the other side of this form must be completed.