

Submitted by: _____

Hourly Employee Weekly Worksheet

Month of: _____

					+	+	+	+	+	+	+	=	Total Hrs less than 40	Only hrs over 40 actually worked = time & a half Specify Paid or Comp	
Employee Name & #	For the week of:	Hrs / day	Days/week	Total Hours	Total hrs Actually Worked	*PAID Comp hrs used	Scheduled Holiday hrs used	*PAID Vacation hrs used (250 day employees)	*Floating hrs used (250 day employees)	*PAID Jury Duty or early dismissal or other (specify)	*PAID State/ Local Leave hrs (4 or 8) used	= TOTAL hrs / week	DOCKED HOURS	Extra time hrs over 40 due to *Pd benefits	Overtime Hrs over 40 actually worked 1 1/2
	Week 1	8	5	40											
	Week 2	8	5	40											
	Week 3	8	5	40											
	Week 4	8	5	40											
	Week 5	8	5	40											
	Week 1	8	5	40											
	Week 2	8	5	40											
	Week 3	8	5	40											
	Week 4	8	5	40											
	Week 5	8	5	40											
	Week 1	8	5	40											
	Week 2	8	5	40											
	Week 3	8	5	40											
	Week 4	8	5	40											
	Week 5	8	5	40											

*NOTE: Absence from duty forms must be turned in for any absences shown. PAID leave can only be given in half day and full day increments. However, any DOCKED time will be by hours. Comp time balances must be used prior to any Personal Leave days used.