

**THE FAIR LABOR STANDARDS ACT
FEDERAL WAGE-HOUR LAW**

REGULAR EMPLOYEES WORK RECORD

Month _____ Year _____ School _____

Date	Regular Hours Worked	Extra Hours Worked (under 40 hours per week)	Overtime Hours Worked (over 40 hours per week)	Date	Regular Hours Worked	Extra Hours Worked (under 40 hours per week)	Overtime Hours Worked (over 40 hours per week)
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							
Total Hours							

All Overtime must be PRE-APPROVED by your Supervisor

Position _____

Employee Name _____
(print name)

Employee Signature _____

Supervisor Signature _____