

# Sample UUP FLSA Non-Exempt Time Record

## Employee Time Record for 01/11/2018-01/24/2018

01/11/2018 ~ 01/24/2018 ~ Working ▼

HOURS WORKED												CHARGED
DATE	IN	OUT	IN	OUT	IN	OUT	WORK SESSION	RECALL SESSION	HOURS WORKED	RECALL	ON CALL	CHARGED
THURS 01/11/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
FRI 01/12/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
SAT 01/13/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
SUN 01/14/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
MON 01/15/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
TUES 01/16/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
WED 01/17/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Vac-1
WEEKLY TOTALS									0	0	0	
HOURS WORKED OVER 40									0			
WEEKLY COMP TIME OR OT EARNED									0			
THURS 01/18/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Sick-1
FRI 01/19/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
SAT 01/20/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
SUN 01/21/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
MON 01/22/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
TUES 01/23/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
WED 01/24/2018	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
WEEKLY TOTALS									0	0	0	
HOURS WORKED OVER 40									0			
WEEKLY COMP TIME OR OT EARNED									0			
PERIOD TOTALS									0	0	0	
HOURS OVER 40 PAID AS OT												
HOURS OVER 40 EARNED AS FLSA COMP TIME									0			

### Time Record Comments

[No Comments.]

Additional Comments:

### CHARGE SUMMARY

All values are days.

VAC	SICK	FAMILY SICK USED	COMP TIME	HOLIDAY		NON-CHARGEABLE	
				Float	Reg.	Time	Reason
1	1	0	0	0	0	0	

I certify that this time report represents a correct accounting for the specified period.

Save Time Record

Submit To Supervisor

PDF Report

Approve

Deny