

**Pasadena Independent School District  
Non-Exempt Employee Time Card**

Name John Para

Lawson Employee # 123456

Department My Campus

Week Ending Aug 17, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 11	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Tue, Aug 12	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Wed, Aug 13	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Thu, Aug 14	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Fri, Aug 15	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Sat, Aug 16																		
Sun, Aug 17																		
<b>Total</b>							40.00											40.00

**Regular Work Week.**

Add to Comp Time Balance

Comp Time/Overtime Earned for Week 0.00

Total Hours	40.00
Additional Hours	
Overtime / Comp Time	

Week Ending Aug 24, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 18	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Tue, Aug 19	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Wed, Aug 20	8:00 AM	12:00 PM	12:30 PM	5:30 PM			9.00											9.00
Thu, Aug 21	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Fri, Aug 22	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Sat, Aug 23																		
Sun, Aug 24																		
<b>Total</b>							41.00											41.00

**Comp Time Earned on Wednesday to be used in the future.**

Add to Comp Time Balance

Comp Time/Overtime Earned for Week 1.50

Total Hours	41.00
Additional Hours	
Overtime / Comp Time	1.00

Week Ending Aug 31, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	SEMS Code	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 25	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Tue, Aug 26	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Wed, Aug 27	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Thu, Aug 28	8:00 AM	12:00 PM	12:30 PM	3:00 PM			6.50		210	Compensatory Time Used	1.50							8.00
Fri, Aug 29	8:00 AM	12:00 PM	12:30 PM	4:30 PM			8.00											8.00
Sat, Aug 30																		
Sun, Aug 31																		
<b>Total</b>							38.50											40.00

**Comp Time Used on Thursday**

Add to Comp Time Balance

Comp Time/Overtime Earned for Week 0.00

Total Hours	40.00
Additional Hours	
Overtime / Comp Time	

	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	1.50
Comp Time Earned+		1.50	
Less OT for Trade Days			
Additional Straight Hours+			
Comp Time Used-			1.50
Hours to Pay-			
Comp Time Ending Bal.	0.00	1.50	0.00
Additional Hours to Pay			
Hours to Dock			
Overtime Hours Paid @ 1.5			1.00
Comp Time		(1.50)	1.50

**\*Overtime must have prior approval by Principal/Supervisor.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Trade Day Opening Balance	0.00
Trade Days Earned	0.00
Trade Days Used	0.00
Trade Days Ending Balance	0.00