

**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	4:00 PM					8.00		-204	Trade Day Earned								8.00
Tue, Aug 12	8:00 AM	4:00 PM					8.00		-204	Trade Day Earned								8.00
Wed, Aug 13									000	Non-Working Day	8.00							8.00
Thu, Aug 14									000	Non-Working Day	8.00							8.00
Fri, Aug 15									000	Non-Working Day	8.00							8.00
Sat, Aug 16																		
Sun, Aug 17																		
Total							16.00											40.00

Trade Days earned before first duty day.

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	4:00 PM					8.00											8.00
Tue, Aug 19	8:00 AM	4:00 PM					8.00											8.00
Wed, Aug 20	8:00 AM	4:00 PM					8.00											8.00
Thu, Aug 21	8:00 AM	4:00 PM					8.00											8.00
Fri, Aug 22	8:00 AM	4:00 PM					8.00											8.00
Sat, Aug 23																		
Sun, Aug 24																		
Total							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 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	4:00 PM					8.00											8.00
Tue, Aug 26	8:00 AM	4:00 PM					8.00											8.00
Wed, Aug 27	8:00 AM	4:00 PM					8.00											8.00
Thu, Aug 28	8:00 AM	4:00 PM					8.00											8.00
Fri, Aug 29									204	Trade Day Used	8.00							8.00
Sat, Aug 30																		
Sun, Aug 31																		
Total							32.00											40.00

Trade day used on Friday

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	0.00
Comp Time Earned+			
Less OT for Trade Days			
Additional Straight Hours+			
Comp Time Used-			
Hours to Pay-			
Comp Time Ending Bal.	0.00	0.00	0.00
Additional Hours to Pay			
Hours to Dock			
Overtime Hours Paid @ 1.5			
Comp Time			

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Trade Day Opening Balance	0.00
Trade Days Earned	16.00
Trade Days Used	8.00
Trade Days Ending Balance	8.00