

Midlothian ISD Nonexempt Employee Weekly Time Report

Month _____ Year _____

Name _____ SSN _____

Report all hours worked, including overtime, on the first line labeled "Hours Worked." Report all other hours on the "Other" line using the absence codes below.

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	GAP	FLSA	x 1.5
Hours Worked											
Other											

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	GAP	FLSA	x 1.5
Hours Worked											
Other											

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Hours Worked											
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Hours Worked											
Other											

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Hours Worked											
Other											

GAP FLSA

Absence Code:

- L Leave Without Pay
- P Personal Leave (Local)
- S Personal Leave (State)
- O Old Sick Leave (Earned prior to 05/30/95)
- J Jury
- H Holiday
- C FLSA 40+ Hrs. Comp Time Off
- G GAP 37.5+ to 40 Hrs. Comp Time Off
- V Vacation
- SB School Business
- ER Early Release
- D Death in Family

Beginning Comp Time Balance		
+ Comp Time Earned		
- Comp Time Used		
New Comp Time Balance		

PAYROLL USE ONLY

Hours Worked	_____
Hours Paid	_____
OT Hours Worked	_____
OT Hours Paid	_____
Other	_____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____