TORNILLO ISD
NON-EXEMPT EMPLOYEE TIME CARD

Employee Name _____ SSN _____

Campus/Dept _____ Position _____

Pay period starting date_____ Pay period ending date _____

Date Month/Day/Year	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours	Approved Overtime	Unapproved Overtime	Comp Time Earned	Total
						Total Hours Worked					

Did you work any approved overtime this pay period? No Yes

If "Yes" were you given any compensatory time or pay? No Yes

Did you work any unapproved overtime this pay period? No Yes

If "Yes" were you given any compensatory time or pay? No Yes

Did you take home any work without permission? No Yes

If "Yes" were you given any compensatory time or pay? No Yes

Comments:_____

_____

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The Fair Labor Standards Act requires non-exempt positions to comply with FLSA rules and regulations. Employees working overtime without prior approval will be subject to the following disciplinary actions as per Local Policy DEA.

1st Offense **Written Warning**

2nd Offense **One-day suspension without pay**

3rd Offense **Termination of Employment**

Verification of this information is the responsibility of the employee.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

Rev. 08/2010

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