

**FLORIDA CONFERENCE OF SEVENTH-DAY ADVENTISTS
HOURLY EMPLOYEE TIME RECORD
INSTRUCTIONS FOR COMPLETING YOUR TIME RECORD**

- Clearly fill out your Time Record for the appropriate pay period. Time Records must be legible. Use a blue or black pen.
- You must sign your Time Record. Time Records that are submitted without your signature will be returned to you for signature.
- Be honest in recording your hours worked. Recording false, incomplete or misleading time, or omitting information from your Time Record, will result in discipline, up to and including dismissal from employment.
- Accurately record your time worked. Record the actual times at which you start and stop working each day. If your working time is interrupted by a partial-day or full-day absence, record the actual times that you left from and returned to work.
- Record your total hours worked in decimals. Do not round the time. For example, one and one half hours would be recorded as 1.5. Two hours and 45 minutes would be 2.75.
- For example, you began working at 8:00am but had to leave work at 9:45am to attend an appointment. You returned to work at 11:00am and worked until your unpaid lunch break from 12:30pm to 1:30pm. You finished working at 6:00pm. Your Time Record should look like this:

First Pay Period	Date	Start Time	Absence Time Out	Absence Return Time	Lunch Time Out	Lunch Time In	Absence Time Out	Absence Return Time	End Time	Hours Worked	Supervisor Initials (As Needed)
Example		8:30 am	9:45 am	11:00 am	12:00pm	1:15 pm			5:15pm	7.5	
	16	8:00am			12:30pm	1:30pm			6:00pm	7.25	
Month	17										
Sept.	18										

- Do not indicate why you are absent from work on your Time Record. Instead, record only the times that you start and end working time.
- Fill out your Time Record during the work day. Do not attempt to remember when you worked. Record your time by the end of the work day.
- Full time employees and part time employees who work more than five (5) hours on any single day MUST take at least a 30-minute unpaid meal break. You do not need to take your meal break at the same time each day, but you must take it each day.
- If your scheduled unpaid meal break is interrupted by work, record the actual time worked. Only work during your unpaid meal break time if interrupted by critical or time sensitive work.

- Unless approved in writing by a supervisor, you may not work through all or part of your unpaid meal break to make up missed work time or to allow you to leave work early.
- You are expected to accomplish your duties within scheduled work hours. Any additional working time or overtime required to accomplish assigned duties must be approved in advance by your supervisor.
- You must obtain your supervisor's initials on your Time Record if you (i) work additional time outside of your work schedule, or (ii) work overtime hours, or (iii) need to correct previously recorded working time that was recorded inaccurately.
- Do not mark the sections of the Work Log for which you have no time to enter. If you are absent for a full day write "0" in the column for hours worked.
- Your Time Record is due on the 16th day of each month (or the next business day if the 16th day is a non-working day). Submit your Time Record to your supervisor for review.
- Complete the Time Record in full for all of the days you worked during the pay period. Do not submit incomplete Time Records and do not include time for dates not in the pay period on the Time Record.
- If you have questions about how to fill out your Time Record, ask your supervisor or Conference Human Resource Services.