FLORIDA CONFERENCE OF SEVENTH-DAY ADVENTISTS
LESS THAN FULL-TIME SALARIED EMPLOYEE WORK LOG
INSTRUCTIONS FOR COMPLETING YOUR WORK LOG

As a salaried employee, you receive fixed remuneration that does not vary based on your hours worked. Completing this Salaried Employee Work Log will not alter your salaried remuneration or result in your reclassification by the Florida Conference. Failure to complete this log or provide accurate information may impact your eligibility for Conference employment benefits. Completing this log on every work day and providing accurate information regarding your working time will ensure that you receive all of the Conference employment benefits for which you are eligible.

- Clearly fill out your Work Log for the appropriate pay period. Work Logs must be legible. Use a blue or black pen.

- You must sign your Work Log. Work Logs 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 time that you left from and returned to work.

- Record your total hours worked in decimals. Do not round the time recorded. 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 4:30pm. Your Work Log 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			12:00pm		1:15 pm			5:15pm	7.5	
	1	8:00am	9:45am	11:00am	12:30pm	:	1:30pm			4:30pm	5.75	
Month:	2											
Sept.	3					AK:						
	4											

- Do not indicate why you are absent from work on your Work Log. 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 day.

- 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 Work Log is **due on the last day of the month**. Submit your Work Log to your supervisor for review.

- Complete the Work Log in full for all of the days you worked during the pay period. Do not submit incomplete Work Logs and do not include time for dates not in the pay period on the Work Log.

- If you have questions about how to fill out your Work Log, ask your supervisor.