



Monthly Time Record for Non-Exempt Personnel

Department/Unit: _____

Employee Name: _____ Title: _____
Last First

Employee's A-Number: _____

Supervisor Name: _____ Pay Period: _____
Last First Month Year

Document the date and number of hours that the employee worked each day and calculate the total number of hours worked in a seven day period (e.g., work week).

Week 1 — From _____ To _____

Day/Date	Start	End	Hours
Sun/			
Mon/			
Tue/			
Wed/			
Thu/			
Fri/			
Sat/			

Total Regular _____ Total Overtime _____
(Over 40 hours)

Week 4 — From _____ To _____

Day/Date	Start	End	Hours
Sun/			
Mon/			
Tue/			
Wed/			
Thu/			
Fri/			
Sat/			

Total Regular _____ Total Overtime _____
(Over 40 hours)

Week 2 — From _____ To _____

Day/Date	Start	End	Hours
Sun/			
Mon/			
Tue/			
Wed/			
Thu/			
Fri/			
Sat/			

Total Regular _____ Total Overtime _____
(Over 40 hours)

Week 5 — From _____ To _____

Day/Date	Start	End	Hours
Sun/			
Mon/			
Tue/			
Wed/			
Thu/			
Fri/			
Sat/			

Total Regular _____ Total Overtime _____
(Over 40 hours)

Week 3 — From _____ To _____

Day/Date	Start	End	Hours
Sun/			
Mon/			
Tue/			
Wed/			
Thu/			
Fri/			
Sat/			

Total Regular _____ Total Overtime _____
(Over 40 hours)

Note:
Supervisors are **not** authorized to permit a non-exempt employee to work overtime hours without **prior written approval** from the department's vice president. The request for overtime must be made in writing, specifically stating the need for a non-exempt employee to work overtime and the number of hours required. **The Personnel Action Form and Monthly Request for Overtime Compensation (PAY) for Non-Exempt Personnel Form must be submitted to the Office of Human Resources with this form** for non-exempt employees to receive overtime compensation. **payment.**

I, the undersigned Employee, certify that I worked the above overtime hours in accordance with Alabama A&M University employment compensation policies and procedures. I understand that falsification of AAMU documents, including, timesheets, and failure to adhere to institutional compensation policies and procedures may result in discipline up to and including termination.

[1] Employee Signature Date

[2] Supervisor Date