



SCT ATTENDANCE RECORD

As Required By State Law

This Attendance Record Covers the Payroll Period Ending Saturday

Regular Time			Please Enter Total Hours for Each Absence									Overtime		
Date	Day	Total Hours	Vacation	Personal Time	Floating Holidays	Sick Time	Bereavement	Time Off Without Pay	Jury Duty	Holiday	Comments/Other (Explain)	Hour In	Hour Out	Total Hours
	SUN											:	:	
	MON											:	:	
	TUE											:	:	
	WED											:	:	
	THU											:	:	
	FRI											:	:	
	SAT											:	:	
	SUN											:	:	
	MON											:	:	
	TUE											:	:	
	WED											:	:	
	THU											:	:	
	FRI											:	:	
	SAT											:	:	

Instructions:

- Record the dates for the two week payroll period.
- If absent for any reason write in the number of hours in the box that is intercepted by the row corresponding to the correct date and the column corresponding to the correct reason.
- Overtime section should only be completed if overtime was worked during that pay period (please include hour-in and hour-out for overtime worked).
- Submit timesheets at the end of each pay period to the Payroll Office, 610 French Road.

Beginning Balance:	0	0	0
Used:	0	0	0
Remaining:	0	0	0

Electronic Attendance Record Instructions (for use of incorporated excel formulas):

- Enter absences in appropriate box on your computer (record in hours).
- Enter Beginning Balances of Floating Holidays, Vacation, Personal, and Sick Time (record all in hours).
- At the end of each month, enter monthly time earned for sick time (record in hours).
- Used and Remaining Balances will automatically populate in hours.

Accrual Summary	Sick Time Hours
Beginning Balance	0
Time Used This Pay Period	0
Subtotal	0
Time Earned (monthly)	0
Month's End Balance	0

SCT Employee	_____	_____	_____	_____
	Print Name	Signature	Date	Department
Supervisor	<i>I certify that, to the best of my knowledge, this employee worked under my supervision for the</i>			
	_____	_____	_____	_____
	Signature	Date	Title	

