

## INDIVIDUAL TIME RECORD

|                      |         |          |                       |        |
|----------------------|---------|----------|-----------------------|--------|
|                      |         |          | DATE:                 |        |
| NAME:                |         |          |                       |        |
|                      |         |          |                       |        |
| DATE                 | TIME IN | TIME OUT | TOTAL TIME            | DUTIES |
|                      |         |          |                       |        |
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|                      |         |          |                       |        |
|                      |         |          |                       |        |
|                      |         |          |                       |        |
| TOTAL REGULAR HOURS: |         |          | TOTAL OVERTIME HOURS: |        |
| COMP TIME TAKEN:     |         |          | COMP TIME EARNED:     |        |
| VACATION TIME TAKEN: |         |          | HOLIDAY PAY TAKEN     |        |
| SICK TIME TAKEN:     |         |          |                       |        |
| TOTAL HOURS          |         |          |                       |        |
| EMPLOYEE'S SIGNATURE |         |          |                       |        |