



**Non-Exempt Employee Time Sheet for January 2009**  
**John Hancock**  
**01314159**

Day	Hours	Holiday Leave	Vacation Leave	Sick Leave	Other (Note)	Comp Time Hours Used	Standard Comp Hours Worked	Premium Comp Hours Worked	Straight Overtime Worked for Pay	Premium Overtime Worked for Pay	Leave W/O Pay	Comment
new year		8										
2	8											
5	8											
6	8											
7	8											
8	8											
9	8											
12	8											
13	8											
14	8											
15	8											
16	8											
MLK		8										
20	8											
21	8											
22	8											
23	8											
26	8											
27	8											
28	8											
29	8											
30	8											
<b>Totals:</b>	<b>160</b>	<b>16</b>										

I CERTIFY THAT THE ABOVE TIME IS CORRECT

Total Hours in Month: **176**  
 Total Hours Recorded: **176**  
 Expected Percent Total Time: **100.00%**  
 Actual Percent Total Time: **100.00%**

4/1/1776

Employee Signature

Date

APPROVED BY:

Signature

Title

Signature

Title

	Prev Bal	Usage	Earn	Balance
Vacation Leave			0	
Sick Leave				

Comp Time	Prev Bal	Usage	Standard Hrs Earned	Premium Hrs Earned	Balance

Paid Overtime/ Additional Time	Straight Rate Hrs	Premium Rate Hrs