

HOURLY

LAST NAME	FIRST NAME	DATE	IN TIME	OUT TIME	COMMENTS	SIGNATURE** (see note below)

*****ALL*** ENTRIES ***MUST*** HAVE YOUR SIGNATURE IN ORDER FOR ANY CHANGES TO BE MADE TO YOUR TIME SHEET. YOUR SIGNATURE IS A ***BINDING*** AGREEMENT BETWEEN YOU AND THE PAYROLL ADMINISTRATOR THAT ATTESTS THAT YOU HAVE INDEED WORKED THE HOURS RECORDED ON YOUR EDIT SHEET ENTRY.

IMPORTANT: MISUSE (i.e. clocking someone else in/out, not clocking out for lunch/dinner) OR ABUSE (i.e. frequent shifts in which you forget to clock in/out, clocking in and then not working or leaving the building) WILL RESULT IN AN AUDIT OF YOUR SHIFT SCHEDULE AND COULD RESULT IN IMMEDIATE TERMINATION.