

Pay Run # _____
Pay Period From _____

PINELLAS COUNTY SCHOOLS

PAYROLL TIME SHEET FOR SUPPORTING SERVICES "NON-EXEMPT" EMPLOYEES

Florida Statute 1012.68 and The Fair Labor Standards Act (FLSA) requires employers to maintain accurate attendance records for all "Non-exempt" employees. Documenting unpaid duty free meal periods for "Non-exempt" employees who are scheduled to work at least six continuous hours will ensure the accuracy of these records.

Week 1		Monday				Tuesday				Wednesday				Thursday				Friday				Falsification of time may be cause for dismissal
Print Employee Name		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Employee Signature