



MEDAILLE
COLLEGE

Medaille College Hourly Attendance Sheet

Name: _____

Department: _____

☐ Full-Time Hourly

☐ Part-Time Hourly

Payroll Period

FROM: _____

TO: _____

Type of Hours Worked	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Regular Hours Worked								
Lunch Break*								
Extra Hours Worked								
Paid Holiday								
Full Time Hourly Only								
Paid Vacation								
Full Time Hourly Only								
Paid Personal								
Full Time Hourly Only								
Paid Sick								
Full Time Hourly Only								
Other** (Explain Below)								
Regular Hours								
Overtime Hours NOTE: Overtime is paid for <u>hours worked</u> in excess of 40 hours per work week (Saturday - Friday)								

*Employees will be paid for a Lunch Break on any day Hours Worked totals a minimum of 6 hours

**Other: _____

I hereby certify these hours are true and correct.

Your signature indicates you have verified the accuracy of this time report.

Employee Signature

Supervisor Signature

Date