

# King William County Employee Time Record

EMPLOYEE NAME:

MONTH OF:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS

Codes: R = Regular Hours; OT = Overtime Hours; V = Vacation; S = Sick Leave; H = Holiday; O = Other (Explain: \_\_\_\_\_ )

APPROVED FORMS FOR ANY OVERTIME, VACATION, SICK LEAVE OR COMP LEAVE MUST BE ATTACHED.

I hereby certify that the above is a complete and accurate record of hours worked and leave taken.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature