

The Ohio State University Non-Exempt Daily Time Record

Pay Period _____ Name _____ EMPID# _____

	Time		Hours Worked			Other Time		Total Hours	Initials		
	In	Out	Regular	Overtime	Comp Time	Sick Leave	Vacation			Code**	Hours
SUNDAY											
Date:											
MONDAY											
Date:											
TUESDAY											
Date:											
WEDNESDAY											
Date:											
THURSDAY											
Date:											
FRIDAY											
Date:											
SATURDAY											
Date:											
SUNDAY											
Date:											
MONDAY											
Date:											
TUESDAY											
Date:											
WEDNESDAY											
Date:											
THURSDAY											
Date:											
FRIDAY											
Date:											
SATURDAY											
Date:											
TOTAL											

Employee Signature _____ Supervisor Signature _____

<table style="width: 100%;"> <tr> <th style="text-align: left;">Minutes</th> <th style="text-align: left;">Tenths of Hour</th> </tr> <tr><td>1-2</td><td>.0</td></tr> <tr><td>3-8</td><td>.1</td></tr> <tr><td>9-14</td><td>.2</td></tr> <tr><td>15-20</td><td>.3</td></tr> <tr><td>21-26</td><td>.4</td></tr> <tr><td>27-32</td><td>.5</td></tr> <tr><td>33-38</td><td>.6</td></tr> <tr><td>39-44</td><td>.7</td></tr> <tr><td>45-50</td><td>.8</td></tr> <tr><td>51-56</td><td>.9</td></tr> <tr><td>57-60</td><td>1 hour</td></tr> </table>	Minutes	Tenths of Hour	1-2	.0	3-8	.1	9-14	.2	15-20	.3	21-26	.4	27-32	.5	33-38	.6	39-44	.7	45-50	.8	51-56	.9	57-60	1 hour	<p style="text-align: center;">**Codes for "Other" time:</p> <p style="margin-left: 40px;">M = Military J = Jury Duty H = Holiday Pay CT = Compensatory Time Taken LWP = Leave without Pay FML = Family and Medical Leave</p> <p>This form can be found on the Office of Human Resources Form Web site: http://hr.osu.edu/hrpubs/forms.htm.</p>
Minutes	Tenths of Hour																								
1-2	.0																								
3-8	.1																								
9-14	.2																								
15-20	.3																								
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