

**PART-TIME (HOURLY)
TIME AND ATTENDANCE FORM
NEW RIVER COMMUNITY COLLEGE**

_____ Department

Period Beginning _____ Ending _____ 20_____

Employee Name _____ Employee ID Number _____
(type or print)

Weekly Period	Enter date and total hours worked each day. Fractions of hours are to be entered as tenths.								
FROM-TO		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total Hours
	DATE								
	HOURS								
	DATE								
	HOURS								

SIGNATURES:

Certified Correct: _____ (Employee) _____ (Supervisor)

(Other if required) **Approved:** _____
(Vice President for Financial and Administrative Services)

INSTRUCTIONS

Use one form for each employee. The standard work week is 12:00 a.m. Friday to 12:00 p.m. Thursday. Enter total hours worked each day. Fractions of hours are to be entered as tenths (.1, .2, .3, etc.). Time for hourly employees will be accumulated and paid on a biweekly basis. Employees working at least six consecutive hours shall be afforded a meal break. Please show meal break times for lunch and/or evening meals.