

MAINE MARITIME ACADEMY Staff/Classified Employee Time Record

Name: _____ Pay Period No.: _____ (1-26)

Division _____ Ending Date: ____ / ____ / ____

REGULAR COMPENSATION HOURS

PREMIUM HOURS

	WORKED	VACATION	SICK	OTHER*	TOTAL	PAID O.T.	COMPENSATORY TIME
WEEK 1: Sun.							
Mon.							
Tues							
Wed.							
Thurs							
Fri							
Sat							
SUBTOTAL							
WEEK 2: Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri							
Sat.							
SUBTOTAL							
TOTAL FOR PAY PERIOD							

ACCRUED LEAVE/COMPENSATORY HOURS

	VACATION	SICK	COMPENSATORY
Beginning Balance			
Earned This Period			
Used This Period			
Ending Balance			

CERTIFICATION:

I certify that the information stated above accurately reflects time worked/hours earned and taken.

Employee's Signature

Supervisor's Signature

*Indicate appropriate duty code (item No. 4 on reverse side)

NOTE: Instructions for completing Employee Time Record and general policy statement on reverse side.

WHITE—Payroll Office

YELLOW—Supervisor

PINK—Employee

INSTRUCTIONS FOR COMPLETION OF
ACADEMY EMPLOYEE TIME RECORDS

1. No employee hours will be credited for payroll or leave accrual purposes without a properly completed time record.
2. Unsigned, incomplete or illegible time records will be returned without action.
3. Employee must complete all items in the top section of the form (name, pay period number and ending date). PLEASE PRINT.
4. All hours worked and leave earned or taken must be reported in the appropriate day/column blocks. "Other" time reported must be identified by appropriate duty code as follows:
 - H- Holiday
 - BL- Bereavement Leave
 - AL- Administrative Leave
 - ML- Military Leave
 - CT- Compensatory Time Taken
 - O- Time Off Without Pay
5. Both employee and supervisor must sign the time record. If an employee expects to be absent, or is unable to complete and/or sign prior to the last working day of the pay period, the record should be prepared on the last day worked prior to the end of the pay period, not continued as if the employee were still on the job.
6. Supervisors authorizing/approving overtime or compensatory time must attach an "explanation of overtime" form.
7. Supervisors must submit time records to Payroll by the close of business of the next working day following each pay period.

STATEMENT OF POLICY

MMA/MSEA Academy Staff and Classified collective bargaining contracts and Academy administrative policy require a 40-hour work week - **exclusive of lunch periods**. Employees are entitled and encouraged to take one 15minute rest break for each four hours worked. However, rest breaks **may not** be taken at the beginning or end of the work day or be combined with the lunch period.

While the official work-day at the Academy is from 8:00 A.M. to 5:00 P.M., it is recognized that the nature of certain jobs (and the personal needs of employees) sometimes requires deviation from a rigid schedule. Consequently, supervisors may authorize exceptions to the 8-5 schedule to the extent that such flexibility does not adversely effect the institution. Likewise, consideration will be given to employees who wish to work schedules consisting of less than 40 hours per week. In such instances, wages and benefits will be prorated on the basis of hours actually worked.