

Panola County, Texas
Employee Time Sheet

Department: _____

Pay Period Start: _____

Employee: _____

Pay Period End: _____

Comp Time Balance Carried Forward _____

Day	Date:	Actual Hours Worked	Vacation.	Sick Leave	Holiday:	Comp Time Used	Other	Total.	Comp Time Earned.
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Total Sick Leave at End of Pay Period _____

Accumulated Comp Time _____

Remaining Vacation _____

Total hours to be paid for this pay period: _____

OTHER PAY CODES. J- JURY DUTY BR- BEREVEMENT FMLA- FAMILY MEDICAL LEAVE LOA- LEAVE OF ABSENCE

It is the adopted policy of the County that an employee who works overtime during a work period shall be given time off at a rate of one and one-half hours compensatory time for each hour worked overtime when possible and agreed by the Official/Department Head and the employee. **The rate of one and one-half is only applied if the employee PHYSICALLY worked more than 40 hours. If part of the 40 hours was sick time taken, comp time taken or vacation time then the employee only earns regular time for extra hours worked that week, not the rate of one and one-half hours. Holidays are the only exception to this rule and count as hours worked.**

I certify that the above record of my hours are true and correct according to the best of my knowledge and belief

Employee's Signature _____ Date _____

Official/Dept Head _____ Date _____