Tree of Life Christian Schools Salaried Non-Exempt Time Sheet

Month:	Employee Name:	Employee Signature:

	Hours Worked	Paid Time Off
Total		

	Hours Worked	Paid Time Off
Total		

All paid overtime must be approved before worked. Overtime hours may be taken as comp time if used within one month. Otherwise they will be paid as overtime. Do not record comp time used in the Hours Worked field.

Total Hours Worked:		Weekdays:	
Total Paid Time Off Used:		Overtime Hours Worked:	
Comp Time Balance:		Overtime Hours Paid:	
Total Hours:		Overtime To Be Taken As Comp:	