

**BERKELEY COUNTY PUBLIC SCHOOLS  
DAILY AND WEEKLY RECORD OF HOURS WORKED  
In Compliance with Fair Labor Standards Act and WV Minimum Wage Law**

EMPLOYEE \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_

POSITION \_\_\_\_\_ LOCATION \_\_\_\_\_

Day of the Week	Date	Beg. Time Hour/Min	Ending Time Hour/Min	Extra-Duty Extra-Curricular Hours Worked	Hours Worked	Amount of Leave Used	Type of Leave Used
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours</b>							

Day of the Week	Date	Beg. Time Hour/Min	Ending Time Hour/Min	Extra-Duty Extra-Curricular Hours Worked	Hours Worked	Amount of Leave Used	Type of Leave Used
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours</b>							

**Actual Extra-Duty/Extra-Curricular Hours Worked Must Be Listed Below**

Day of the Week from Above	Date	Beg. Time	Ending Time	Total	Comp Time

LEAVE CODES
S – SICK
P – PERSONAL
J – JURY
V – VACATION
OSE – OUTSIDE SCHOOL ENVIR.
U – UNPAID LEAVE
SB – SCHOOL BUSINESS
C - COMP TIME

I hereby certify that this is a true and accurate representation of all hours that I have worked on behalf of the Board of Education during the designated workweek.

\_\_\_\_\_  
Employees' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Notes: Any changes must be initialed by both employee and supervisor.