Attachment #5

GEORGIA DEPARTMENT OF HUMAN RESOURCES
FLSA TIME RECORD

Name: _____ DHR Organizational Unit: _____

FLSA Work Period: _____ through _____

Date	Begin Time	Meal Period*		End Time	Actual Work HRS/MINS	Comments
		Begin	End			

TOTAL (Actual Time Worked) [ ]

FLSA Overtime Earned** State Compensatory Time Earned** Holiday Time Earned

I hereby certify that this FLSA time record accurately reflects the time worked by me during the period covered.

Employee=s Signature_____ Date _____

Supervisor=s Signature_____ Date _____

* Meal periods do not count as time worked as long as they are at least 30 minutes of uninterrupted time.

** Only FLSA non-exempt employees earn FLSA compensatory time for overtime worked and State compensatory time. FLSA exempt employees are not entitled to FLSA overtime compensation or State compensatory time.