

***SALARIED EMPLOYEE TIMESHEET***

**ACI Support Specialists, Inc.**

NAME \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_

OFFICE \_\_\_\_\_

POSITION \_\_\_\_\_

*A SALARIED WORK WEEK IS BASED ON A 40 HOUR WORK WEEK. THEREFORE, THE GRAND TOTAL OF HOURS FOR A WEEK MAY NOT EXCEED 40.*

| DATE                 | REGULAR | PTO | HOLIDAY | DEFERRED HOLIDAY | FMLA | WORKER'S COMP | JURY DUTY | ADMIN LEAVE | MILITARY LEAVE | BEREAVE | UNPAID ABSENCE | OTHER | GRAND TOTALS |
|----------------------|---------|-----|---------|------------------|------|---------------|-----------|-------------|----------------|---------|----------------|-------|--------------|
| SUNDAY<br>/ /        |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| MONDAY<br>/ /        |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| TUESDAY<br>/ /       |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| WEDNESDAY<br>/ /     |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| THURSDAY<br>/ /      |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| FRIDAY<br>/ /        |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| SATURDAY<br>/ /      |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| <b>TOTALS</b>        |         |     |         |                  |      |               |           |             |                |         |                |       |              |
| <b>GRAND TOTAL ►</b> |         |     |         |                  |      |               |           |             |                |         |                |       |              |

\_\_\_\_\_  
Employee Signature

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