

Northeast Alabama Community College

Manual Time Log for Employees on Approved College Business Leave

This form is to be used in lieu of the TimeClock Plus software when an employee is away from campus on college business leave.

Directions:

Employees traveling on college business leave should record all times spent working. Do NOT record time spent on leave after your normal work hours UNLESS you were (1) performing work (i.e. checking emails, answering phone calls, etc.) or (2) driving/assisting with driving. If you have specific questions about how to record your time, please contact Lynde Mann.

Employee Name

Date(s) of Occurrence

Date	Time in (1)	Time out (1)	Meal		Time in (2)	Time out (2)	Time in (3)	Time out (3)
			Out	In				
Saturday*								
Sunday*								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

*Time spent traveling on these days should only be recorded if you were driving or performing work (i.e. checking emails, answering phone calls, attending meetings/workshops, etc.)

Travel Reason: _____

Destination: _____

By signing below, you confirm that the times recorded above accurately reflect time that was spent working by the above named employee while away from campus on approved college business leave.

Signatures:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

For Office Use Only:

Entered by: _____ Date: _____

Notes: _____
