

## SIGN-IN/SIGN-OUT DHMH 566

### INSTRUCTIONS

**NOTE:** All entries must be in ink.

DATE/NAME:	Enter <b>Name</b> if the sheet is to record data for <u>one</u> employee. Enter <b>Date</b> if the sheet is to be used for <u>more than one</u> employee.
COLUMNS:	
NAME/DATE:	Enter one Date per line if the sheet is to record data for <u>one</u> employee. Enter one Name per line if the sheet is to be used by <u>more than one</u> employee.
TIME IN:	Enter the time that the employee started work.
TIME OUT:	Enter the time that the employee stopped work.
TIME WORKED:	
REGULAR TIME:	Enter Number of Regular Hours and tenths of hours <u>worked</u> . Cannot exceed the hours in your normal work day, i.e., 8.0 for eight hours.
OVERTIME OR COMPENSATORY:	Enter the hour and tenths of hours of Overtime-Compensatory Time that have been earned for that day. See the chart below for conversion of minutes to tenths of an hour.  All cash overtime must be supported by an approved Overtime Voucher (DHMH-36 Daily Overtime Voucher or DHMH-38 Weekly Overtime Voucher).
TIME TAKEN:	Enter the reason for the absence by code and the number of hours absent (hours and tenths of an hour.) If more than two types of leave/absence are utilized on the same day, the additional codes and hours may be shown in the Remarks column.
TOTAL TIME ACCOUNTED FOR:	The sum of time worked plus time taken.
REMARKS:	Use to clarify other entries or use to record Unusual events. Absences from the office on official business will be entered in this column. Employees working in a project other than their permanently assigned project will enter this fact in this column.
EMPLOYEE'S SIGNATURE	If this sheet is for one employee, the employee must sign and date this form and forward to the Supervisor for approval.
SUPERVISOR'S SIGNATURE:	Supervisor or the supervisor's designee signs this line.
CODES:	Codes are to be entered in the Absence or in the Remarks columns to indicate the reason for the absence.

#### CONVERSION CHART FOR MINUTES TO TENTHS OF AN HOUR:

6 Minutes	= 0.1 Hour	36 Minutes	= 0.6 Hour
12 Minutes	= 0.2 Hour	42 Minutes	= 0.7 Hour
18 Minutes	= 0.3 Hour	48 Minutes	= 0.8 Hour
24 Minutes	= 0.4 Hour	54 Minutes	= 0.9 Hour
30 Minutes	= 0.5 Hour		