Kestrel Ridge Logistics, Inc.
Distribution Center DC-07, Groveport, OH

Time and attendance record

Monthly timesheet for employee attestation and manager approval before payroll

Record no.	**TA-2026-02-204817**
Period	**Feb 1 to Feb 28, 2026**
Workweek	**Sunday 12:00 AM to Saturday 11:59 PM**
Generated	**Mar 2, 2026 8:05 AM ET**

Employee	Employee ID	Job title	FLSA status
Marcus Whitfield	**E-204817**	**Maintenance Technician II**	**Nonexempt, hourly**

Department	Cost center	Scheduled shift, 30 min unpaid meal	Manager
Facilities Maintenance	**CC-4310**	**Mon to Fri, 7:00 AM to 3:30 PM**	**Danielle Okafor, Maintenance Supervisor**

Days worked	Hours worked	Overtime	Late arrivals	Absences	PTO used
18	**145.75** h	**4.00** h	**2**	**3** days	**8.00** h
of 20 scheduled days	of 160.00 h scheduled	over 40 h per workweek	1 early, 1 missed punch	PTO 1, sick 1, holiday 1	169.75 h paid in total

February 2026	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Worked · Worked with exception · Paid leave · Paid holiday · Off

Date	Day	Sched. in	Sched. out	In	Out	Meal	Worked	Regular	OT	Leave	Code	Note
Feb 2	Mon	7:00 AM	3:30 PM	6:56 AM	3:34 PM	30	8.00	8.00				
Feb 3	Tue	7:00 AM	3:30 PM	6:58 AM	3:31 PM	30	8.00	8.00				
Feb 4	Wed	7:00 AM	3:30 PM	6:55 AM	5:38 PM	30	10.25	10.25				Conveyor maintenance, approved
Feb 5	Thu	7:00 AM	3:30 PM	7:01 AM	3:33 PM	30	8.00	8.00				
Feb 6	Fri	7:00 AM	3:30 PM	6:57 AM	4:32 PM	30	9.00	5.75	3.25			Dock door 12 repair, approved
Workweek Feb 1 to Feb 7							**43.25**	**40.00**	**3.25**	**0.00**	Paid **43.25** h	
Feb 9	Mon	7:00 AM	3:30 PM	7:24 AM	3:32 PM	30	7.50	7.50			LATE	Arrived 24 min after shift start
Feb 10	Tue	7:00 AM	3:30 PM							8.00	PTO	Paid time off, request PTO-55812
Feb 11	Wed	7:00 AM	3:30 PM	6:54 AM	3:30 PM	30	8.00	8.00				
Feb 12	Thu	7:00 AM	3:30 PM	6:59 AM	3:30 PM	30	8.00	8.00			MISS	Out punch entered by supervisor
Feb 13	Fri	7:00 AM	3:30 PM	6:58 AM	3:36 PM	30	8.00	8.00				
Workweek Feb 8 to Feb 14							**31.50**	**31.50**	**0.00**	**8.00**	Paid **39.50** h	
Feb 16	Mon	7:00 AM	3:30 PM							8.00	HOL	Presidents' Day, paid holiday
Feb 17	Tue	7:00 AM	3:30 PM	6:57 AM	3:29 PM	30	8.00	8.00				
Feb 18	Wed	7:00 AM	3:30 PM	6:56 AM	5:38 PM	30	10.25	10.25				Sorter changeover, approved
Feb 19	Thu	7:00 AM	3:30 PM	7:00 AM	3:31 PM	30	8.00	8.00				
Feb 20	Fri	7:00 AM	3:30 PM	6:59 AM	3:30 PM	30	8.00	8.00				
Feb 21	Sat	Off		6:58 AM	1:32 PM		6.50	5.75	0.75			Weekend shift, WO-48817
Workweek Feb 15 to Feb 21							**40.75**	**40.00**	**0.75**	**8.00**	Paid **48.75** h	
Feb 23	Mon	7:00 AM	3:30 PM							8.00	SICK	Paid sick leave
Feb 24	Tue	7:00 AM	3:30 PM	6:57 AM	3:30 PM	30	8.00	8.00				
Feb 25	Wed	7:00 AM	3:30 PM	6:58 AM	2:02 PM	30	6.50	6.50			EARLY	Left 88 min early, approved
Feb 26	Thu	7:00 AM	3:30 PM	7:18 AM	3:30 PM	30	7.75	7.75			LATE	Arrived 18 min after shift start
Feb 27	Fri	7:00 AM	3:30 PM	6:55 AM	3:33 PM	30	8.00	8.00				
Workweek Feb 22 to Feb 28							**30.25**	**30.25**	**0.00**	**8.00**	Paid **38.25** h	
Period total							**145.75**	**141.75**	**4.00**	**24.00**	Paid **169.75** h	

Hours are decimal, computed from punches rounded to the nearest quarter hour. Meal periods of 30 minutes or more are unpaid. Overtime is hours worked above 40 in a workweek, paid at 1.5 times the regular rate. Paid leave and holidays are not hours worked and do not count toward overtime.

Exception codes

LATE	**Late arrival**	In punch more than 5 min after scheduled start
EARLY	**Early leave**	Out punch more than 5 min before scheduled end
MISS	**Missed punch**	Punch added or edited by a supervisor
PTO	**Paid time off**	Approved leave, paid, not hours worked
SICK	**Paid sick leave**	Paid, not hours worked
HOL	**Paid holiday**	Paid, not hours worked

Approvals

Employee attestation

I certify that this record is a true and complete account of all time I worked in this period, including any time before or after my scheduled shift, and that I was relieved of all duties during my unpaid meal periods.

Signed electronically by Marcus Whitfield — Feb 27, 2026 3:41 PM

Manager approval

I have reviewed the hours, overtime and exceptions above and approve this record for payroll processing.

Approved by Danielle Okafor — Mar 2, 2026 9:12 AM