

Employee Name: _____

Employee ID: _____

Job Title: _____

Empl Record: _____

Department: _____

From Monday: _____ to Sunday _____ (MM/DD/YYYY)

ONLY REPORT TIME WORKED THIS SECTION.

Day	Time In	Time Meal Out	Time Meal In	Time Out	Time Reporting Code or Absence Type	Quantity
Mon						
<i>Mon</i>						
Tue						
<i>Tue</i>						
Wed						
<i>Wed</i>						
Thu						
<i>Thu</i>						
Fri						
<i>Fri</i>						
Sat						
<i>Sat</i>						
Sun						
<i>Sun</i>						

Comments:

CERTIFICATION AND SIGNATURES

I certify the above to be true and correct accounting of all time worked and all time absent.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Timekeeper Initials: _____ Date: _____

TIMESHEET REPORTING CODES

Time Reporting Codes:

1. STCT – State Time Comp Taken
2. OTCT – Overtime Comp Taken
3. CONF – Conference*
4. TRN – Training*
5. TRVL – Traveling*
6. OCP – Overtime Payout
7. FACL – Facilities Closure
8. EMCL – Weather Closure

Absence Types:

1. SICK – Sick
2. FHL – Floating Holiday
3. BRV – Bereavement
4. JURY – Jury Duty
5. PTC – Educational Activities
6. Misc. – Voting (Timesheet must be forwarded to HR Leave Management for entry into PeopleSoft, if used)

*Code may be used in the reported Time Worked section

For other absence types contact HR-Leave Administration