UTSA | The University of Texas at San Antonio™

**Timesheet – Elapsed**
**(Exempt Employee)**

**Employee Name:** _____   **Employee ID:** _____

**Job Title:** _____   **Empl Record:** _____

**Department:** _____

| From Monday _____ to Sunday _____ (MM/DD/YYYY) | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| **Regular Time** | | | | | | | |
| Time Reporting Code or Absence Type _____ | | | | | | | |
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| Time Reporting Code or Absence Type _____ | | | | | | | |
| Comments: | | | | | | | |

**Staff employees**: Check one box only
☐  Apply my schedule as worked hours.
☐  Apply my schedule with the noted exception time listed above.

**Student employees (GRA, GTA, Resident Assistant):**
Report **ALL Actual** hours worked.
I certify the above to be a true and correct accounting of all time worked and all time absent.

**Employee Signature:** _____   **Date:** _____ (MM/DD/YYYY)

**Supervisor Signature:** _____   **Date:** ____/____/____

**Timekeeper Initials_____   Date:** ____/____/____

| **Time Reporting Codes:** | **Absence Types:** |
|---|---|
| 1. **STCT** – State Time Comp Taken | 1. **VAC** – Vacation |
| 2. **CONF** – Conference* | 2. **SICK** – Sick |
| 3. **TRN** – Training* | 3. **FHL** – Floating Holiday |
| 4. **TRVL** – Travel* | 4. **JURY** – Jury Duty |
| 5. **HLWRK** – Holiday Worked *(Employees with <.50% FTE only)* | 5. **BRV** – Bereavement |
| | 6. **PTC** – Educational Activities |
| *Code may be used in the reported Time Worked section* | 7. **Misc**. – Voting   (Timesheet must be forwarded to HR Leave Management for entry into PeopleSoft, if used) |
| | *For other absence types contact HR-Leave Administration* |