

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 _____							
Time Reporting Code or Absence Type _____							
Time Reporting Code or Absence Type _____							
Time Reporting Code or Absence Type _____							
Time Reporting Code or Absence Type _____							
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:

1. **STCT** – State Time Comp Taken
2. **CONF** – Conference*
3. **TRN** – Training*
4. **TRVL** – Travel*
5. **HLWRK** – Holiday Worked (*Employees with <.50% FTE only*)

**Code may be used in the reported Time Worked section*

Absence Types:

1. **VAC** – Vacation
2. **SICK** – Sick
3. **FHL** – Floating Holiday
4. **JURY** – Jury Duty
5. **BRV** – Bereavement
6. **PTC** – Educational Activities
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