

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Empl Record: \_\_\_\_\_

Department: \_\_\_\_\_

From Monday _____ to Sunday _____ (MM/DD/YYYY)						
Only report time worked in this section						
Day	Time In	Time Meal Out	Time Meal In	Time Out	Time Reporting Code or Absence Type	Quantity
<b>Mon</b>					_____	
<i>Mon</i>					_____	
<b>Tue</b>					_____	
<i>Tue</i>					_____	
<b>Wed</b>					_____	
<i>Wed</i>					_____	
<b>Thu</b>					_____	
<i>Thu</i>					_____	
<b>Fri</b>					_____	
<i>Fri</i>					_____	
<b>Sat</b>					_____	
<i>Sat</i>					_____	
<b>Sun</b>					_____	
<i>Sun</i>					_____	

Comments: \_\_\_\_\_

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. **OTCT** – Overtime Comp Taken
3. **CONF** – Conference\*
4. **TRN** – Training\*
5. **TRVL** – Travel\*
6. **OCP** – Over-Time Payout

**Absence Types:**

1. **VAC** – Vacation
2. **SICK** – Sick
3. **FHL** – Floating Holiday
4. **BRV** – Bereavement
5. **JURY** – Jury Duty
6. **PTC** – Educational Activities
7. **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