

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

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

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

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

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

From Monday: \_\_\_\_\_ to Sunday \_\_\_\_\_ (MM/DD/YYYY)

**ONLY REPORT TIME WORKED THIS SECTION.**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Regular Time</b>							
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:**

Apply my schedule as worked hours.

Apply my schedule with the noted exception time listed above.

**Student and/or Temporary employees:**

Report **ALL actual** hours worked.

**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. CONF – Conference\*
3. TRN – Training\*
4. TRVL – Traveling\*
5. HLWRK – Holiday Worked (Temporary with any FTE amt)  
(Exempt Students and Employees with < .5% FTE only)
6. FACL – Facilities Closure
7. EMCL – Weather Closure

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

**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)

For other absence types contact HR-Leave Administration