

**\*ONLY COMPLETED LEGIBLE TIMESHEETS SUBMITTED BY THE DEADLINE WILL BE PROCESSED.** A completed timesheet includes every applicable line completed which includes dates, hours or days, totaled hours/days and employee and administrator's signature and date. If your timesheet is not legible or not completed it will be returned and payment could be delayed.

## Time & Attendance Sheet



EMPLOYEE NAME: \_\_\_\_\_

DEPT / SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMPLOYEE DAYTIME PH #: \_\_\_\_\_

Period beginning: \_\_\_\_\_ & ending: \_\_\_\_\_

	Day 1	Day 2			Day 3	Day 4	Day 5	Day 6	Day 7			Day 8	Day 9	Day 10		
DAY:	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	TOTAL REG HRS	TOTAL OT HRS
DATE:																
CODE:																
TIME IN:																
LUNCH OUT:																
LUNCH IN:																
TIME OUT:																
HOURS or DAYS:																
					Total Hrs/Days for week 1							Total Hrs/Days for week 2				

**\*\* Provide absence code ONLY for the days you were absent \*\***

**\*\* ABSENCE CODES:**

- |                      |                    |                       |                                 |               |                         |                    |                               |
|----------------------|--------------------|-----------------------|---------------------------------|---------------|-------------------------|--------------------|-------------------------------|
| I = Personal Illness | F = Family Illness | P = Personal Business | FML = Family Medical Leave      | J = Jury Duty | IND = Industrial Injury | M = Military Leave | PD = Professional Development |
| SB = School Business | V = Vacation       | B = Bereavement       | PL = Personal Leave with no pay | H = Holiday   | N/A = Work Week Adj.    | S = Subpoena       | LTS = Long Term Sub           |

**I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Authorized Administrator's Signature Date





