

**RESA IV EMPLOYEE TIMESHEET**

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

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

EMPLOYEE PIN: \_\_\_\_\_

DATE NOT WORKED	REASON
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**REASON CODES:**

- P - Personal Leave (Paid)
- NC - No Cause (Paid)
- NWD - Non-Working Day (Unpaid)
- OSE - Out-of-School Environment (Paid)
- CT - Compensatory Time
- ML - Military Leave
- LWP - Leave Without Pay

**TIMESHEET DUE NEXT WORKDAY AFTER END OF EACH CALENDAR MONTH.**  
**LEAVE FORM MUST BE SUBMITTED FOR EACH DAY NOT WORKED.**

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Approved