RESA IV EMPLOYEE TIMESHEET

MONTH: _____   YEAR: _____

NAME: _____

EMPLOYEE PIN: _____

DATE NOT WORKED   REASON

_____   _____

_____   _____

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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 <u>NEXT WORKDAY AFTER END OF EACH CALENDAR MONTH</u>.
LEAVE FORM MUST BE SUBMITTED FOR EACH DAY NOT WORKED.

_____
                      Signature/Date

_____
                      Approved