TIME SHEET

NAME _____

POSITION _____

BEGINNING MONTH _____ / _____
MONTH   YEAR

ENDING MONTH _____ / _____
MONTH   YEAR

BUILDING/ DEPARTMENT _____

DAY OF MONTH	SECTION ONE ANNUALIZED STAFF ONLY — If your weekly work schedule is 20 hours or more and your pay is spread over 12 months (Annualized), enter your scheduled hours in this section.	SECTION TWO — If your weekly work schedule is less than 20 hours per week, and your pay is not annualized, enter your time worked in this section. For Annualized staff use this section to record extra hours worked.			SECTION THREE — If you did not work your full schedule for the day, **also** record your time off (paid and unpaid) in this section.							
		ADDL HOURS WORKED	OVER TIME HOURS	COMP TIME EARNED	LEAVE W/O PAY	SICK LEAVE	PRSNL LEAVE	COMP TIME USED	VAC LEAVE	BRVMT LEAVE	HLDY PAY	JURY DUTY
16th												
17th												
18th												
19th												
20th												
21st												
22nd												
23rd												
24th												
25th												
26th												
27th												
28th												
29th												
30th												
31st												
1st												
2nd												
3rd												
4th												
5th												
6th												
7th												
8th												
9th												
10th												
11th												
12th												
13th												
14th												
15th												
TOTAL												

I certify ...

Employee's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____