

TIME REPORT

EMPLOYEE NO.
EMPLOYEE NAME

YEAR
MONTH

MAIL LOCATION

Assignment					Assignment				PAYROLL USE ONLY			
Position									1st Assignment Hours			
Work Loc.									V			
Hrs/Day									S/E			
Rate									R			
DATE	Reg. Hours		Comp	Adtl.	Reg. Hours		Comp	Adtl.	B			
	Cd.	Hours*	Hours	Hours	Cd.	Hours*	Hours	Hours	C			
01									A <td colspan="3"></td>			
02									P <td colspan="3"></td>			
03									J <td colspan="3"></td>			
04										Hrs	Rate	Amt.
05									Total Paid			
06									O.T.W(1.5)			
07									O.T.W(2.0)			
08									Adtl.W.			
09												
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31												

2nd Assignment Hours			
V			
S/E			
R			
B			
C			
A			
P			
J			
	Hrs	Rate	Amt.
Total Paid			
O.T.W(1.5)			
O.T.W(2.0)			
Adtl. W.			
Unpaid Hrs.			

Employee Signature _____

Supervisor Signature _____

* Hours in this column are considered same as Hrs./Day in heading (if not listed).

Code regular hours with the appropriate code:
W-Day Worked, **S**-Sick, **E**-Emergency, **H**-Holiday,
V-Vacation, **B**-Bereavement, **U**-Unpaid, **J**-Jury,
C-Comp. Time, **P**-Personal, **R**-Release, **A**-Admin.,
■ Sat., Sun. non-accountable days.