

Classified	
PURPOSE: _____	
DATE: ____/____/____	TIME: From _____ to _____
BUDGET CODE: _____	Dept/ School: _____
RATE OF PAY (check one):	☐ Per Diem/Hourly ☐ Other Approved Rate _____
	Please Specify: _____
Payroll Use (Pay Code):	

I certify that the above is an accurate record of the time worked.

REV 2026-09