

Biweekly Timecard

Payroll

Dawn ext 5101

Christy ext 5093

Payroll Period

Due before Noon

TIME REPORT FOR 08/31/14 TO 09/13/14 DUE DATE: 09/15/14

220105132 NORRIS, KIM

5550-04063

REG HOURS PAID: _____

Acct Num

Name

ID#

OT HOURS PAID: _____

WEEK SUN MON TUES WED THUR FRI SAT TOTAL ABSENCE CODES

1 PFD			8	8	8	8		32
1 AFD		8H						8
2 PFD		8	6.25	8	8	8		38.25
2 AFD			1.75					1.75
TOTAL		16	16	16	16	16		80

- _____ A-ANNUAL
- _____ S-SICK/EMPL
- _____ F-SICK/FAM
- _____ TOTAL SICK
- _____ COMP EARNED
- _____ COMP USED
- _____ HOLIDAY EARNED
- _____ HOLIDAY USED
- _____ JURY
- _____ SN/LN-LV NP
- _____ WC-JOB RELATED ACCIDENT
- _____ M-MILITARY

PFD - Present For Duty
AFD - Absent For Duty

Payroll Use Only

WE CERTIFY THAT THE HOURS REPORTED HEREON ARE CORRECT AND WERE SPENT PERFORMING UNIVERSITY BUSINESS.

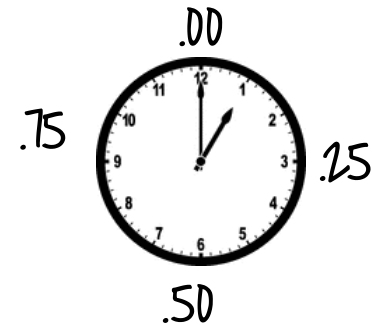
SUPERVISOR: _____

EMPLOYEE: _____

Required

Leave Codes

- A - Annual (vacation)
- S - Sick
- E - Education
- H - Holiday
- F - Family Sick
- J - Jury
- M - Military
- W - Weather
- W/C - Workers Compensation
- C - Compensatory
- FMLA - Family Medical Leave Act
- B - Bereavement



Time is recorded in 15 minute increments