



Internal Time Sheet Departmental Form Only

Do Not Turn Into Payroll

Name: _____

Department: _____

Pay Period Beginning: _____

Pay Period Ending: _____

Directions: Use this form to officially document your itme worked. Record hours daily. At the end of each biweekly period give the time sheet to your supervisor. Identify reasons for time off using the absence codes listed below.

- H - Holiday
- V - Vacation
- S - Sick Leave
- P - Personal Leave
- F - Funeral Leave

- J - Jury Duty
- W - Bad Weather Day
- M - Military Leave
- L - Leave without Pay
- C - University Closing

<i>Date</i>	<i>Hours Worked</i>	<i>Overtime</i>	<i>Hours Off</i>	<i>Absence Code</i>
Totals				

Employee Signature

Date

Supervisor Signature

Date