

TIME and LEAVE REPORT

EMPLOYEE INSTRUCTIONS: 1. Use a separate form for each workweek (see *Notice 5620, Pay Schedules*, for relevant dates of workweeks and pay periods).
2. Employees should submit this time sheet along with corrections memo FS 73-63 to Payroll Management.

TRS LOCATION INSTRUCTIONS: 1. This form must be signed by the employee and program manager or administrative designee, and kept on file at the work location for five years.
2. A copy should be returned to the employee.
3. Time and Attendance processors use this form for time/leave entry in on-line system. Retain for 5 years.

Employee Name (Please Print - First, MI, Last)				Employee Number			
				OR			
Paid Monthly <input type="checkbox"/>	Paid Biweekly <input type="checkbox"/>	Pay Period Number _____	Minutes to Hundredths Table 15 Minutes = .25 30 Minutes = .50 45 Minutes = .75				
				Last Four Digits of Social Security Number X X X X _ X X _ _ _ _			

Substitute Time Codes SA = Sub IA SR = Sub Teacher - Regular SB = Sub PHA SL = Sub Teacher - Long SP = Sub PHTA		Maximum Hours Per Day IA = 7.0 hours Teacher = 7.0 hours PHA = 7.5 hours Teacher (TJTHS) = 7.5 hours PHTA = 7.5 hours	
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Position (Mark Only One): All hourly bands are FLSA eligible unless otherwise noted as exempt.

<input type="checkbox"/> Hourly Band 1	<input type="checkbox"/> Hourly Band 2	<input type="checkbox"/> Hourly Band 3	<input type="checkbox"/> Hourly Band 4	<input type="checkbox"/> Hourly Band 5	<input type="checkbox"/> Hourly Band 6	<input type="checkbox"/> Hourly Band 7
<input type="checkbox"/> Hourly Band 8	<input type="checkbox"/> Hourly Band 9	<input type="checkbox"/> Hourly Band 10	<input type="checkbox"/> Hourly Band 11	<input type="checkbox"/> Hourly Band 12	<input type="checkbox"/> Hourly Band 13	<input type="checkbox"/> Hourly Band 14 (Exempt)
<input type="checkbox"/> Hourly Band 15 (Exempt)	<input type="checkbox"/> IA	<input type="checkbox"/> PHA	<input type="checkbox"/> PHTA	<input type="checkbox"/> Teacher - Regular	<input type="checkbox"/> Teacher - Long	
<input type="checkbox"/> Other (Please Specify) _____						

Time Codes IR = Regular Hours LI = Job Related Injury LW = Leave Without Pay LA = Annual Leave LP = Personal Leave LY = Sick Leave (Family) LD = Administrative Leave LS = Sick Leave (Self) SS = Summer School LF = FMLA Leave LU = Underbase			Overbase (B) and Callback (C) Codes B1 & C1 = Regular B2 & C2 = Community Use B3 & C3 = Emergency or Acts Of Nature			Shift Time Codes <u>Contracted</u> <u>Temporary</u> S2 = Evening/Lift S4 = OJT S3 = Night S5 = Evening/Lift S4 = OJT S6 = Night		
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Workweek Days (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____	_____	_____	_____

Time Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____ - _____		_____					
	Index	Subobject	Work Performed For					

Time Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____ - _____		_____					
	Index	Subobject	Work Performed For					

Time Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____ - _____		_____					
	Index	Subobject	Work Performed For					

Time Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____ - _____		_____					
	Index	Subobject	Work Performed For					

Time Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____ - _____		_____					
	Index	Subobject	Work Performed For					

Date	Employee Signature	Time and Attendance Processor Name
Date	Program Manager or Administrative Designee Signature	Title