

# Salaried Employee Time Report

Month / Year \_\_\_\_\_



Employee Name \_\_\_\_\_

Cost Center/WBS \_\_\_\_\_

Personnel Number \_\_\_\_\_

Position \_\_\_\_\_

Weekly Work Hours \_\_\_\_\_

Day	Date	Reg Hours	Annual Leave	Sick Leave	Comp Taken	Other Non-Duty						Total	Sched Hours	Excess/Reduction	Comp Banked
						Code	Hours	Code	Hours	Code	Hours				
1															
2															
3															
4															
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**Absence Types [x=shift indicator (1,2,3)]**

- ACx Admin Close (Scheduled) | DHx Deferred Holiday
- UACx Admin Close (Unscheduled) | HLx Holiday
- ODAx Off Day Admin Close (Scheduled) | ODHx Off Day Holiday
- FLx Bereavement Leave | MLx Military Leave
- CLx Court Leave | PDx Personal Day

**Attendance Types**

- FML Family Medical Leave
- WKCR Record Workers Comp

**NOTE:** 1) Report all time in hours and hundrethhs or hours.  
2) Use decimals rather than fractions.

3) This report should include absence and attendance hours only for this position.  
4) Staff:hourly employees should account for all hours in the employee's normal work day and work week.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Departmental Approver

\_\_\_\_\_  
Date