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| SECTION 1 – Employee Information |
| Employee Name: |       |
| Title: |       | Administrative Unit: |       |
| Employee ID#: |       | Work Period: |       | To |       |
|  |
| SECTION 2 – Time Reporting |
| DATE | MON | TUE | WED | THU | FRI | SAT | SUN | Total Hours Worked | Extra Hours Worked |  |  |
|       |       |       |       |       |       |       |
| Hours Worked |       |       |       |       |       |       |       |       |       | CLEarned |       |
| Leave Taken |       |       |       |       |       |       |       |  |  | OTEarned |       |
| Start/EndTime Worked |            |            |            |            |            |            |            |  |  | ECPaid |       |
| TotalEmergency |       |       |       |       |       |       |       |  |  | EOPaid |       |
|  |
| DATE | MON | TUE | WED | THU | FRI | SAT | SUN | Total Hours Worked | Extra Hours Worked |  |  |
|       |       |       |       |       |       |       |
| Hours Worked |       |       |       |       |       |       |       |       |       | CLEarned |       |
| Leave Taken |       |       |       |       |       |       |       |  |  | OTEarned |       |
| Start/EndTime Worked |            |            |            |            |            |            |            |  |  | ECPaid |       |
| TotalEmergency |       |       |       |       |       |       |       |  |  | EOPaid |       |
|  |
| Date | Extra Hours Worked | Purpose Of Work |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|  |
| SECTION 3 – Signatures |
|       |  |  |  |       |
| Employee Name (Print) |  | Employee Signature |  | Date |
|       |  |  |  |       |
| Supervisor Name (Print) |  | Supervisor Signature |  | Date |