

Employee's Name (Last, First, M.I.)							Period Begin:			Period End:				
Person #			Work Schedule Based on: <input type="checkbox"/> 75 Hours <input type="checkbox"/> 80 Hours <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ % or No. of Hours Normally Worked				Employees Less than 50% and Summer Only are not eligible for Accruals. They maybe eligible for Holiday Time.							
		REGULAR HOURS				OVERTIME HOURS			HOURS USED					
		Lunch												
Day	Month/Day	In	Out	In	Out	Hours Worked	In	Out	Hours Worked	Vacation Leave	Sick Leave	Personal Leave	Holiday Time	
SAT														
SUN														
MON														
TUE														
WED														
THU														
FRI														
SAT														
SUN														
MON														
TUE														
WED														
THU														
FRI														
						Total Hours Worked				Add'l Hours to be Paid				
										TOTAL HOURS USED				
DISTRIBUTION OF EFFORT														
PROJECT	TASK	AWARD	%											
				UNOFFICIAL LEAVE ACCRUAL SUMMARY - FOR EMPLOYEE USE										
						VAC LV	SICK LV	PERS LV	HOLI LV					
				Balance Brought Fwd										
				Hours Earned										
				Hours Used										
				New Balance										
									OFFICE USE ONLY					
									Input By	Date				
									Date Stamp					
I have examined the above entries and certify them to be correct.				I confirm that the employee worked 100% on the account noted. If the employee worked on multiple accounts, the distribution of effort is as noted above. Also, I confirm that charges to accrued leaves have my approval and that overtime was at my request in order to perform duties which could not be done during regular hours.										
_____				_____					_____					
Signature of Employee				Signature of Supervisor										
Date				Date										