TIME SHEET FOR ADMINISTRATIVE STAFF

TIME SHEET FOR THE MONTH & YEAR OF:

NAME:	DEPARTMENT: -

DO NOT MAKE ENTRIES HERE.
THIS SECTION IS FOR HUMAN RESOURCES USE ONLY.

DATE ENTERED IN COLLEAGUE

TYPE OF TIME USED	# OF HOURS	TIME CHARGED TO:	# OF HOURS
VACATION	0.00	VACATION	
SICK	0.00	SICK	
DISCRETIONARY	0.00	DISCRETIONARY	

INSTRUCTIONS:

1. Enter only the dates when you are absent.
2. Enter all partial-day absences in 1-hour increments only.
3. Enter reason for absence (i.e., sick, vacation, discretionary, bereavement, jury duty, etc.).
4. Do not enter Institute holidays as absence periods (i.e., Independence Day, Labor Day, etc.).
5. Do not enter time not worked due to summer hours and emergency closings.
6. Each "work day" equals 7 hours.
7. During summer hours, your accruals are based on a "7-hour day" therefore, a "work day" off continues to equal 7 hours
8. If you are not absent this month, enter "NONE" on the first line.
9. At the end of the month draw an "X" through the remainder of the lines not used.
10. Use the time sheet for the month indicated only.
11. At the end of the month, sign your time sheet, make a copy for your records and obtain your supervisor's signature.
12. Completed time sheets are due in HR on the 5th of the following month (i.e., June time sheet due on July 5th).

DATE(S)	VAC HRS	SICK HRS	DISC HRS	REASON FOR ABSENCE (Please indicate all time used as a result of a worker's compensation injury.)

Employee's Signature:	Date	Supervisor's Signature:	Date