# FOR PAYROLL PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | DATE | IN | **OUT** | IN | **OUT** | **FULL DAY/ HALF DAY** | **ABSENCE CODE**  **(If Applicable)** |
| MONDAY |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |
| ***Total Days –***  Week One |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |
| ***Total Days –***  ***Week Two*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***TOTAL DAYS -***  ***PAYROLL PERIOD*** |  |  |  |  |  |  |  |

**ABSENCE CODES:**

**Care (**Child Care Leave**)**

**Deduct (**Non-Paid/Deduct**)**

**Sick (**Illness/Injury**)**

**Fam (**Family/Medical Leave**)**

**Funrl (**Funeral**)**

**Jury (**Jury Duty**)**

**Med (**Medical Leave**)**

**Non (**Non-Scheduled Work Day**)**

**PE (**Personal /Emergency

**School (**School Business**)**

**Snow** (Snow/Act of God)

**Union (**Union Business**)**

**Vac (**Vacation**)**

**WC (**Workers Compensation**)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Supervisor Signature Date**

**\*** ***Employee must turn in signed time sheet to Supervisor on the last Friday of the pay period.***

**\*\*** ***Supervisor’s signature indicates authorization and approval of all time submitted, including overtime.***