

Name:

Week Ending:

Employee ID:

Employee Rcd#:

LEAVE PLAN	Sick	Vacation	Personal	Comp Time
As Of Date				
Balance				

Account Code	Distrib. Pct
	%

Current leave balances can be accessed on-line using the Employee Self-Service Pages

PAY TYPE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	Accounting Override	Payroll Use Only
Regular Pay										
Over Time										
Vacation										
Comp Time Earned										
Comp Time Used										
Sick										
Personal Time										
Leave Without Pay										
Other										
TOTAL										

I certify that the time recorded hereon is correct as recorded.

Remarks:

Employee Signature

Date

Supervisor/Budget Administrator
Signature

Date
