

\_\_\_\_\_  
Last Name (please print)

\_\_\_\_\_  
First Name

\*\*\*Please report **all hours worked** as well as other paid time on the appropriate day.

\_\_\_\_\_  
Department

Week #1	Date	Regular Hours	Overtime	Vacation	Sick	Holiday	Funeral Leave	Furlough	Jury Duty	Sick Bank	Parental Leave	Total Hours	Explanation
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
<b>Total Hours Week #1</b>													

Week #2	Date	Regular Hours	Overtime	Vacation	Sick	Holiday	Funeral Leave	Furlough	Jury Duty	Sick Bank	Parental Leave	Total Hours	Explanation
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
<b>Total Hours Week #2</b>													

<b>Grand Total Hours For Pay Period</b>	Regular Hours	Overtime	Vacation	Sick	Holiday	Funeral Leave	Furlough	Jury Duty	Sick Bank	Parental Leave	<b>Grand Total Hours</b>
	(001)	(111)	(222)	(444)	(333)	(007)	(351)	(006)	(555)	(562)	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date