FY12 EMPLOYEE TIME REPORTING WORKSHEET

Organization Name: _____ Pay Period: **1121**

Cost Center: _____

Name: _____ From: **9/25/11** Supervisor Signature: _____

Employee Signature: _____ Through: **10/8/11** Timekeeper Signature (Optional): _____

	WEEK 1								WEEK 2								PAY PERIOD TOTAL				
	SUN 9/25	MON 9/26	TUE 9/27	WED 9/28	THU 9/29	FRI 9/30	SAT 10/1	WEEK TOTAL	SUN 10/2	MON 10/3	TUE 10/4	WED 10/5	THU 10/6	FRI 10/7	SAT 10/8	WEEK TOTAL					
Work Schedule								**0.00**								**0.00**	**0.00**				
PAY CODE	**SUN**	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**		**SUN**	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**			**WBS**	**Fund**	**Cost Center**	**Work Order**
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
								0.00								**0.00**	**0.00**				
Total Hours	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**				
DATE	9/25	9/26	9/27	9/28	9/29	9/30	10/1	Time	10/2	10/3	10/4	10/5	10/6	10/7	10/8	Time	NOTES:				
Record								**From**								**From**					
Leave								**To**								**To**					
Record								**From**								**From**					
Comp Time Earned								**To**								**To**					
Record								**From**								**From**					
Credit Hours Earned								**To**								**To**					
Record								**From**								**From**					
Overtime								**To**								**To**					
INITIALS																					