

Official Time Report

FOR CLASSIFIED EMPLOYEES

NAME _____

EID: _____

MONTH _____ YEAR _____

DEPARTMENT _____

| Circle Saturday, Sunday & Holidays | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total | | |
|------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|--|--|
| Hours worked including overtime | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*Circle appropriate day if your day off is not on Saturday or Sunday; show actual hours worked each day.

Enter hours of absence on normal workday (vacation, sick leave, etc.) Do not show time if not covered by authorized leave or overtime.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Vacation Leave Beginning Balance _____ Hrs. + _____ Hrs. Accrual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sick Leave Beginning Balance _____ Hrs. + _____ Hrs. Accrual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funeral Leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jury Duty | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Leave Taken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ** Over Time Earned and Taken Beginning Balance _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Holiday Time Earned and Taken Beginning Balance _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

UTPB workweek begins 12:01 am Monday and ends at 12:00 am Sunday.

Remarks/Notes:

Signature _____

Supervisor Approval _____