

# DEPARTMENT TIME REPORT

Hourly Employees

This form is used to report time worked for employees assigned to hourly positions.

<b>Location:</b>		<b>Service:</b> Select One	Academic	<b>Payroll Month:</b>	
<b>Department:</b>			Classified	<b>Year:</b>	
<b>Supervisor:</b>			Unclassified	<b>Week Ending:</b>	

		Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
Last Name	First Name	Code	From	To	Code	From	To	Code	From	To	Code	From	To	Code	From	To	Code	From	To	Code	From	To
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	<b>Report Codes</b>			I certify the information appearing on this time report is true and correct.
	PN	Personnel Number		