DAILY TIME RECORD

Person ID Number _____ Employee Name _____ Begin Date _____ End Date _____

Personnel Number	Earn Code	Week 1								Personnel Number	Earn Code	Week 2								2-Week Grand Total
		S	M	T	W	T	F	S	TOTAL			S	M	T	W	T	F	S	TOTAL	
									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
																				0.00

SUMMARY DATA FOR 2 WEEK PERIOD TO BE ENTERED ON SCREEN M52

Personnel Number	EARN CODE	Hours	PAY ID	PAY NO		RATE	AMOUNT	SIGN	EFFT	ACCOUNT #

Earning Codes & Descriptions

1005	Reg. Biwkly	7420	Unpaid Lve
7170	Vacation	7491	Unauth Abs
7180	F/S Sick	7520	Term Vac
7405	Funeral		
7406	Jury Duty		
7402	Military		
7407	Emerg Clos		
7410	Voting		

Refer to Employee HRS Handbook for Additional Valid Codes

Employee Signature _____

Supervisor's Signature _____

I certify that the hours entered are the hours worked in the pay period by the above named employee.