

Employee Name \_\_\_\_\_  
 Personnel Number or SSN \_\_\_\_\_  
 Weekly Work Hours \_\_\_\_\_.

Cost Center/WBS \_\_\_\_\_  
 Position \_\_\_\_\_  
 Rate / hour \$ \_\_\_\_\_ . \_\_\_\_\_



Special Pay Units		
Code	Units	
		YCL2 Call Pay – 2
		YCLB Call Pay – B
		YCLF Call Pay – F
		YCLI Call Pay – I
		YCLJ Call Pay – J
		YCLK Call Pay – K
		YCLL Call Pay – L
		YCLS Call Pay – S
		YCLT Call Pay – T
		ZCGM Charge Pay – M

[illegible]

- 1) Report all time in hours and hundredths of hours.
- 2) Use decimals rather than fractions.
- 3) This report should include absence and attendance hours **only for this position**.
- 4) Account for all hours in the employee's normal work day and work week.

ACx	Admin Close (Scheduled)	DHx	Deferred Holiday
UACx	Admin Close (Unscheduled)	HLx	Holiday
ALx	Annual Leave	MLx	Military Leave
FLx	Bereavement Leave	PDx	Personal Day
CTOx	Compensatory Time Off	SLx	Sick Leave
	Court Leave	VLx CLx	Voting Leave

CTBx	Comp Time Banked
FML	Family Medical Leave
RGx	Regular Hours
WKCR	Workers' Comp

Departmental Approver