

LAFAYETTE COLLEGE - TIME REPORT

Employee Name _____

Department _____

Period Worked: Starting _____ Ending _____

PLEASE FOLLOW INSTRUCTIONS ON REVERSE SIDE

WEEK	Hours Worked								Paid Leave and Other Hours									
	SA	SU	M	T	W	TH	F	Total Hours Per Week	Vacation	Sick		Appointment	Bank		Holiday		Jury Duty	Other
										Regular	Verified		Banked	Used				
1																		Total Hours to be Paid
2																		

Please note: Emergency, other than illness, needs Director of Human Resources approval.

For any time off on a work day, please indicate the reason by one of the following codes:

- | | |
|---|---|
| <ul style="list-style-type: none"> B - Banked Time (Banked & Used) BE - Bereavement H - Holiday FH - Floating Holiday E - Emergency A - Appointment | <ul style="list-style-type: none"> J - Jury Duty S - Sick V - Vacation VS - Verified Sick N - Absence without pay |
|---|---|

Payroll Use Only

Vacation	
Reg. Sick	
Verified Sick	
Emergency / Appointment	
Bank Time	
Bank Time Used	
Regular Hours	Overtime Hours

Employee ID number

Organization Number

Employee's Signature

Approved By

Instructions for Time Report

1. Print in ink or type name.
2. Fill in department name.
3. Fill in *First* and *Last* dates of pay period.
4. Fill in the number of *hours actually worked* each day. If you worked less than the normal hours for the day, indicate the hours worked and the symbol for the hours off. *If you were off for the entire day, use the appropriate symbol only -- NO HOURS.* Fill in weekly totals.
5. Enter total hours taken during the pay period for vacation, sick-regular, sick-verified, personal, holiday, and jury duty. If payment is authorized for any other reason, enter banked time hours earned and used in the appropriate spaces.
6. Enter total hours to be paid (*total*) hours worked for both weeks plus paid leave and other hours to be paid.
7. Print in ink or type your *employee I.D.* number.
8. Fill in *organization number* to be charged.
9. Sign in space indicated.
10. Have the form signed by authorized person.

Time reports must be filled in completely and received by the Payroll Department no later than 10 A.M. - Monday

(Unless other instructions are issued by the controller's office; i.e. when a holiday occurs during the pay week, an earlier due time will be required).

Incomplete or incorrectly completed Time Reports will be returned.

Any reports received after the time due will be processed and paid the following pay period.