

**CONTRACTED MGMT/EXEMPT & CONFIDENTIAL EMPLOYEE TIMESHEET**

MONTH/ YEAR	DATE	DAY	LEAVE HOURS			OTHER			FOR CONF. EEs ONLY			
			PAID LV	SICK LEAV	LEAVE W/O PAY	BEREAV	JURY DUTY	FFCRA	EXTRA HRS	OT WRKD	COMP WRKD	COMP USED
	16											
	17											
	18											
	19											
	20											
	21											
	22											
	23											
	24											
	25											
	26											
	27											
	28											
	29											
	30											
	31											
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											
<b>TOTAL HOURS</b>												

**EMPLOYEE SIGNATURE**

COMMENTS

NAME: \_\_\_\_\_  
(Last, First)

ID #: \_\_\_\_\_

POSITION #: \_\_\_\_\_  
(Not Title)

**IMMEDIATE SUPERVISOR SIGNATURE**

THIS SECTION FOR PAYROLL USE ONLY

REG	_____
PDL	_____
SIC	_____
UPL	_____
BRV	_____
JUR	_____
EXT	_____
OT	_____
CTE	_____
CTT	_____
SLC	_____
	_____

## DEPARTMENT/EMPLOYEE NOTATIONS

MONTH/YEAR	DATE	DAY	NOTATIONS
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	1		
	2		
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	15		