

**Classified Facilities - Due in Payroll on the 11th of each month -**

Name \_\_\_\_\_

Employee ID # \_\_\_\_\_

Enter actual hours worked

Date	Absence		Pre-approved Overtime or Comp Time		OT/CT Reason
	Code	Hours	Code	Hours	
11					
12					
13					
14					
15					
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					
Total:			Total:		

Summarize & Total (one line per code)			
Employee Use: enter total hours per code			
Absence		Pre-approved Overtime or Comp Time	
Code	Hours	Code	Hours
Total:		Total:	

CODES:	
<b>Leaves taken:</b>	
Bereavement	BRV
<i>relationship:</i> _____	
Comp Time Taken	CTU
Conference	CNF
Emergency Leave	EUS
Floating Holiday	FHU
Jury Duty	JUR
<i>( provide jury duty verification )</i>	
Personal Necessity	PNU
Sick Leave	SUS
Vacation	VUS
Other, please specify:	
<b>Overtime or Comp Time:</b>	
Overtime	OT
Comp Time Earned	CT

I certify that the above hours correctly report absences taken and overtime earned

**Budget Code:**

- 1409-4030-2393-681000 (Facilities Rentals)
- 1100-3020-2393-653000 (Custodial Overtime)
- 1100-3020-2393-655000 (Grounds Overtime)
- 1100-3020-2393-651000 (Maintenance Overtime)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:**  
**IN THE SUMMARIZE SECTION, USE ONE LINE PER CODE , ADD TOTAL HOURS PER CODE**  
**\*\*ONLY MANAGERS CAN SUBMIT TO PAYROLL AFTER APPROVAL AND SIGNATURE\*\***