

**Addlestone Library**

**Time Report**

**Time Codes**

1. Print name here: \_\_\_\_\_

- 140 Comp Time
- 150 Holiday
- 181 Sick LV FAM
- 300 Military LV
- 301 Jury Duty
- 302 BereaveLV
- 130 Overtime
- A - Annual Leave (170)
- S - Sick Leave (180)

2. Print the WEEK dates including Sunday date to Saturday date on appropriate box i.e. WEEK ENDING: April 1

3. Print the TIME IN and TIME OUT for each day

WEEK ENDING: \_\_\_\_\_

Day of week					TIME WORKED	OTHER	TOTAL
Sunday	IN						
	OUT						
Monday	IN						
	OUT						
Tuesday	IN						
	OUT						
Wednesday	IN						
	OUT						
Thursday	IN						
	OUT						
Friday	IN						
	OUT						
Saturday	IN						
	OUT						
<b>TOTAL FOR WEEK</b>							

WEEK ENDING: \_\_\_\_\_

Day of week					TIME WORKED	OTHER	TOTAL
Sunday	IN						
	OUT						
Monday	IN						
	OUT						
Tuesday	IN						
	OUT						
Wednesday	IN						
	OUT						
Thursday	IN						
	OUT						
Friday	IN						
	OUT						
Saturday	IN						
	OUT						
<b>TOTAL FOR WEEK</b>							

WEEK ENDING: \_\_\_\_\_

Day of week					TIME WORKED	OTHER	TOTAL
Sunday	IN						
	OUT						
Monday	IN						
	OUT						
Tuesday	IN						
	OUT						
Wednesday	IN						
	OUT						
Thursday	IN						
	OUT						
Friday	IN						
	OUT						
Saturday	IN						
	OUT						
<b>TOTAL FOR WEEK</b>							

EMPLOYEE CERTIFICATION  
I certify that the above information is accurate and complete.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

This timesheet is to be retained by the employee's department and is to be turned into Admin Rm. 250

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature