

**INSTITUTE OF THE ENVIRONMENT AND SUSTAINABILITY
MONTHLY TIMESHEET**

NAME:		REC'D:
EMPLOYEE NUMBER:	TITLE:	LEVEL:
DEPARTMENT: Institute of the Environment & Sustainability		TITLE CODE:

HOURS IN MONTH:	ROSTER: Y N
MONTH:	YR
CAREER <input type="checkbox"/>	CASUAL <input type="checkbox"/>
FIXED <input type="checkbox"/>	VARIABLE <input type="checkbox"/>
ACADEMIC <input type="checkbox"/>	

Account/CC/Fund # & Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	%	
1	HRS																																		
	CODE																																		
2	HRS																																		
	CODE																																		
3	HRS																																		
	CODE																																		
4	HRS																																		
	CODE																																		

ADJUSTMENT TO PREVIOUS MONTHS TIME YES NO **Month:** _____

Account/CC/Fund # & Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	%	
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2	HRS																																		
	CODE																																		
3	HRS																																		
	CODE																																		
4	HRS																																		
	CODE																																		

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____
 Departmental Review: _____ Date: _____

Hours Reported to Other Department(s)	
Dept: _____	Hours: _____
Dept: _____	Hours: _____
TOTAL: _____	

Absence and Overtime Codes

V: Vacation	OT: Overtime	JD: Jury Duty
S: Sick	CTE: Comp Time Earned	EL: Educational Leave
H: Holiday	CTT: Comp Time Taken	LWOP: Leave Without Pay