Biweekly Time Report						Pay Period Ending								
Employee Name Personnel Number or SSN Weekly Work Hours					Cost Center/WBS Position Rate / hour								J _{TM}	
	Week # 1								٦		Specia	l Pay Unit	ay Units	
	Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units			
												YCL2	Call Pay – 2	
												YCLB	Call Pay – B	
												YCLF	Call Pay – F	
												YCLI	Call Pay - I	
												YCLJ	Call Pay – J	
												YCLK	Call Pay – K	
												YCLL	Call Pay – L	
												YCLS	Call Pay – S	
	Total:											YCLT	Call Pay – T	
	i Otai.				<u> </u>							ZCGM	Charge Pay – M	
	Week # 2										I Pay Units			
	Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units			
	Total:													
Notes:				Absence Types x = shift indicator (1,2,3)					Attendance ⁻	Types				
Report all time in hours and hundredths of hours.				ACx Admin Close (Scheduled)		DHx Deferred Holiday			CTBx	Comp Time Banked				
2) Use decimals rather than fractions.				UACx	Admin Close (Unscheduled)		HLx	Holiday		FML Family Medical Leave		edical Leave		
 This report should include absence and attendance hours only for this position. 				ALx FLx	Annual Leave Bereavement Leave		MLx PDx	Military Leave Personal Day		RGx Regular Hours WKCR Workers' Comp				
4) Account for all hours in the employee's normal work day and				CTOx	Compensatory Time Off		SLx	Sick Leave		WIKOIK	WOINCIS	Comp		
	work week.			-	CLx	Court Leave		VLx	Voting Leave					
	above is a true statement of hours													
attendances/absences for the University of Tennessee for the weeks ending on the dates				Employee Signature							Date			
listed above. Signed and certified to be correct.														
					Departmental Approver						Date			