



Administrative (Exempt) Staff Attendance Sheet

NOTE: All time sheets are due into the Payroll Office no later than NOON on the 10<sup>th</sup> of each month.

DEPARTMENT OF \_\_\_\_\_

MONTH AND YEAR \_\_\_\_\_

Employee's Name	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
Last 4 of SSN							
	22	23	24	25	26	27	28
	29	30	31	Total Vacation Hours Used:		Total Sick Hours Used:	

√ = Regular Day Worked

Partial Day Shown as: Code / # Hours Worked

A = Vacation

S = Sick Day

B = Bereavement

H = Holiday

JD = Jury Duty

I = Workers Compensation Injury

NDD = Non Duty Day (i.e. Snow Day)

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_