DAILY TIME RECORD

Pay Period:

Emp. Social Security Number or I.D. | Employee Name | Dept. No. | Begin Date | End Date

Job Code	Assign Code	Earn Code	Week 1								Job Code	Assign Code	Earn Code	Week 2								2-Week Grand Total
			S	M	T	W	T	F	S	TOTAL				S	M	T	W	T	F	S	TOTAL	
																						TOTAL

SUMMARY DATA FOR 2 WEEK PERIOD TO BE ENTERED ON SCREEN M52

JOB CODE	HOURS	EARN CODE	PAY ID	PAY NO	ASSIGN CODE	RATE	AMOUNT	SIGN	OVER	EFFT	ACCOUNT #
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Earning Codes & Descriptions

005	Reg. Biwkly	406	Jury Duty
104	BW 1.0 Ovt.	407	Emerg Clos
105	BW 1.5 Ovt.	410	Voting
130	Extra Time	420	Unpaid Lve
150	Holiday	491	Unauth Abs
170	Vacation	520	Term Vac
180	F/S Sick	584	Lump sum
402	Military	990	Other Earn
405	Funeral		

Refer to Employee HRS Handbook for Additional Valid Codes

Employee Signature
I certify that the hours entered are the hours worked by me in this pay period.

Supervisor's Signature
I certify that the hours entered are the hours worked in the pay period by the above named employee.