Biweekly Time Report					Pay Period Ending//									
Employee Name Personnel Number Weekly Work Hours				_ Positi	Cost Center/WBSosition							Γ		
		•	Rate / hour \$					·						
	Week # 1								1	Special Pay 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	
												YCLT	Call Pay – T	
	Total:											ZCGM	Charge Pay – M	
	Week # 2								Г	0				
1	Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	ial Pay Units			
			1400	mou	Indio		Out	- Cuii	Total	0040				
					1									
	Total:													
	Total.													
Notes:				Absence Types x = shift indicator (1,2,3)					Attendance Types CTBx Comp Time Banked					
 Report all time in hours and hundredths of hours. Use decimals rather than fractions. 				ACx Admin Close (Scheduled) UACx Admin Close (Unscheduled)			DHx HLx	Deferred Holiday Holiday		CTBx FML	•	dical Leave		
3) This report should include absence and attendance hours only			ALx	Lx Annual Leave			Military Leave		RGx WKCR	Regular H				
for this position.			FLx				PDx Personal Day			Workers'	Comp			
 Account for all hours in the employee's normal work day and work week. 					CTOx	Compensatory Time Off Court Leave			SLx Sick Leave VLx CLx Voting Leave					
The above is a true statement of hours for														
attendances/absences for the University of														
Tennessee for the weeks ending on the dates					Employee Signature							Date		

Departmental Approver