



(1) Employee ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Job Org: **350450**

Total Hrs: \_\_\_\_\_

Position No. \_\_\_\_\_ Suffix: \_\_\_\_\_ Year: \_\_\_\_\_ Payroll ID: \_\_\_\_\_ Pay No.: \_\_\_\_\_ Pay Period: \_\_\_\_\_ to \_\_\_\_\_

Week 1	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
	REG	1								
	ALT	1								
	SLT	1								
	OLT	1								
	HOL	1								
	TOTAL									

Week 2	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
	REG	1								
	ALT	1								
	SLT	1								
	OLT	1								
	HOL	1								
	TOTAL									

Week 3	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
	REG	1								
	ALT	1								
	SLT	1								
	OLT	1								
	HOL	1								
	TOTAL									

**Eligible Earn Codes**

Regular Non-Exempt

Temporary Non-Exempt

- |     |                        |                          |                          |
|-----|------------------------|--------------------------|--------------------------|
| REG | Regular Staff Earnings | RGT                      | Temporary Staff Earnings |
| ALT | Annual Leave Taken     |                          |                          |
| SLT | Sick Leave Taken       | <u>Regular Student</u>   |                          |
| CTP |                        | RGS                      | Student Earnings         |
| CTT | Comp Time Taken        |                          |                          |
| HOL | Holiday Leave          | <u>Workstudy Student</u> |                          |
| HWK | Holiday Worked         | RGW                      | Workstudy Earnings       |
| OLT | Other Leave Taken      |                          |                          |

**Shift Code Descriptions**

- 1 = Day      S = Shift @ .10      G = Graveyard @ .40

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Supervisor      Date

\_\_\_\_\_  
Approved By:      Date

**Instructions:** This form must be completely filled out and signed before submitting it to Payroll. A list of eligible earn codes by employee type are listed above. Enter earn code and hours for each day worked. Round off hours worked to the nearest quarter hour: ¼ hr = .25; ½ hr = .50; ¾ hr = .75; 1 hr = 1.00.