

DEPARTMENTAL TIME REPORT FOR PAYROLL

Pay period of _____ to _____

Department: _____

Approved by: _____

Title: _____

Completed by: _____

Title: _____

Date: _____

Employee Names	Positions/Titles	Social Security Numbers	Employee Payroll Numbers	Hours/Type
				/
				/
				/
				/
				/



Codes for Hours/Types:

R – Regular

V – Vacation

S – Sick

H – Holiday

C – Compensatory Time

D – Disability

L – Leave

B – Bereavement

