

Each central office employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

PAY PERIOD BEGINNING: SEPTEMBER 17, 2018 PAY PERIOD ENDING: SEPTEMBER 28, 2018

DATE	On Campus Work Day	Off Campus Work Day	Off Campus Site	LEAVE TYPE/ AMOUNT USED ³
9/17/18	✓			
9/18/18	✓			
9/19/18	✓			
9/20/18	✓			
9/21/18	✓			
9/24/18	✓			
9/25/18	✓			
9/26/18	✓			
9/27/18	✓			
9/28/18	✓			
TOTAL DAYS WORKED		ID		

I hereby certify that this time sheet is a correct statement of actual days worked during this pay period.

Date _____

3 LEAVE KEY

E=emergency	P=personal
H=holiday	S=sick
J=jury	U=unpaid
M=military/disaster	V=vacation
NC=Non Contract Day	