

: B5 B79 '89 D5 FHA9 BH: ADMINISTRATIVE SUPPORT TEAM TIME SHEET

To be submitted by 2:00 p.m. the Thursday following pay day.

Employee Name: _____

Pay Period Dates: _____

Date	Dept. #	Hours	Remarks

Date	Dept. #	Hours	Remarks

EXCEPTION TIME

Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt	Comments:	Pay Codes: ¹	Shift Codes: ²
Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt		AW - Absent Without Pay B - Bereavement CU - Comp. Time Used CE - Comp. Time Earned FHU - Floating Hol. Used HOL - Holiday Pay P - Paid Leave RP - Regular Pay SI - Sick Leave T - Training U - Union VU - Vacation	AW - Absent Without Pay DT - Doubletime (2x hourly rate) NP - Night Premium OT - Overtime (1-1/2x hourly rate) RT - Regular Time ST - Overtime @ straight time SF - Sunday Premium (Local 60)
Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt			
Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt			
Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt			
Date	Time	Pay Code ¹	Shift Code ²	Reg Hours	Prem/Ovt			

*Minutes should be converted to hundredths of an hour; i.e. 7 hours, 15 minutes should be recorded as 7.25 hours.

Supervisor's Initials: _____