

## EXEMPT EMPLOYEE TIMESHEET

EMPLOYEE NAME:				DEPT: PERIOD: 201	
]	DAY	PAYROLL CODE EXPLANATION CODE or SUPERVISOR NOTES1			
1	16		PAYROLL CODES	EXPLANATION CODES	
2	17		V-Vacation	A – Work Comp/Accident Leave	**
3	18		H -Holiday	D - Suspension without pay**	
4	19		S – Sick Leave*	FMLA – Family Medical Leave**	÷
5	20		B – Bereavement Leave*	T - Training	
6	21		J – Jury Duty*		
7	22		W – Leave Without Pay		
8	23		SB – Sabbatical		
9	24				
10	25				
11	26		* Supporting docun	nentation may be requested	
12	27		**Additional docu	mentation must be submitted	
13	28				
14	29				
15	30				
	31				
		CHECK HERE IF NO LEAVE WAS USEI that the person whose name appears on this timesheet has worked durarged are indicated above.			
MPLO	YEE SIG	GNATURE:			
UPER	visor s	SIGNATURE:			

PAYROLL IS DISTRIBUTED TWICE PER MONTH ON THE 10TH AND THE 25th DAY OF THE MONTH