

Biweekly Time Report

Pay Period Ending _____

Employee Name _____

Cost Center/WBS _____

Personnel Number or SSN _____

Position _____

Weekly Work Hours _____

Rate / hour _____



Week # 1	Attend/Absence	Mon	Tues.	Wed	Thurs	Fri	Sat	Sun	Total
Total:									

Special Pay Units	
Code	Units
YCL2	Call Pay - 2
YCLB	Call Pay - B
YCLF	Call Pay - F
YCLI	Call Pay - I
YCLJ	Call Pay - J
YCLK	Call Pay - K
YCLL	Call Pay - L
YCLS	Call Pay - S
YCLT	Call Pay - T
ZCGM	Change Pay - M

Week # 2	Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Total:									

Special Pay Units	
Code	Units

Notes:

- Report all time in hours and hundredths of hours.
- Use decimals rather than fractions.
- This report should include absence and attendance hours only for this position.
- Account for all hours in the employee's normal work day and work week.

The above is a true statement of hours for attendances/absences for the University of Tennessee for the weeks ending on the dates listed above. Signed and certified to be correct.

Absence Types

ACX	Admin Close (Scheduled)	X = Shift Indicator (1,2,3)
UACX	Admin Close (Unscheduled)	
ALX	Annual Leave	
FLX	Bereavement Leave	
CTOX	Compensatory Time Off	
CLX	Court Leave	

Attendance Types

CTBx	Comp Time Banked
FWL	Family Medical Leave
RGX	Regular Hours
WKCx	Workers' Comp

Employee Signature _____ Date _____
 Departmental Approver _____ Date _____