

NONEXEMPT WEEKLY TIME REPORT
TRANSPORTATION

Print all information in ink

Name _____ ID # _____ Campus/Dept _____

Pay period begin _____ Pay period end _____ Employee's Regular Hours per Day _____

For each week:

- **First line** – Enter the week's dates in the first column (month/date)
- **Second line** – Report all hours worked to the nearest quarter hour, including overtime.
- **Third line** – Report all leave hours and the absence code associated with the leave. Refer to absence codes at the bottom of the form.
- **Total Hours Column** – Total the hours worked for the week and total the hours of leave taken for the week. If Total Hours (hours worked + leave hours) exceed regular work schedule, reverse side must be completed.
- **Signatures required**

Week 1	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked								
Leave Hours/ Absence Code								

Week 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked								
Leave Hours/ Absence Code								

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked								
Leave Hours/ Absence Code								

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked								
Leave Hours/ Absence Code								

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
Hours Worked								
Leave Hours/ Absence Code								

I certify this is an accurate record of the actual hours worked.

Employee Signature

Date

Supervisor Signature

Date

Absence Codes:

- P – Personal Leave
- S – Sick Leave
- SD – Staff Development
- H – Holiday
- C – Comp Time Off
- V – Vacation
- J – Jury Duty or Subpoena
- L – Leave without Pay