Biweekly Time Report

Pay Period Ending _____ /_____ /_____

Employee Name _____ **Cost Center/WBS** _____

Personnel Number _____ **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	Charge Pay – M

Week # 2

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

Special Pay Units	
Code	**Units**

Notes:

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

Absence Types x = shift indicator (1,2,3)

ACx	Admin Close (Scheduled)	DHx	Deferred Holiday
UACx	Admin Close (Unscheduled)	HLx	Holiday
ALx	Annual Leave	MLx	Military Leave
FLx	Bereavement Leave	PDx	Personal Day
CTOx	Compensatory Time Off	SLx	Sick Leave
	Court Leave	VLx CLx	Voting Leave

Attendance Types

CTBx	Comp Time Banked
FML	Family Medical Leave
RGx	Regular Hours
WKCR	Workers' Comp

The above is a true statement of hours for attendances/absences for the University of Tennessee for the weeks ending on the dates

Employee Signature _____ Date _____

Departmental Approver _____