



Exempt Late Timesheet

(revised September 2024)

Complete your time sheet daily and summarize it each week. At the end of each month, submit your time sheet to Office of Human Resources Leave Specialist. The Office of Human Resources must receive your timesheet no later than the 2nd day of the month following this monthly timesheet. Monthly time sheets received after the appropriate date, as specified above, will be cause for delay in your paycheck.

Name of Employee: _____ Banner ID # _____

For the Month/Year _____

	Date	Vacation	Sick	Comm. Service	Bonus	Special Leave	Personal Observance	Civil	Adverse Weather Taken	Adverse Weather Makeup	FMLA	Paid Paternal Leave	Worker's Comp	Military	LWOP	Personal Leave	Incentive Leave	Other Leave
Sun																		
Mon																		
Tue																		
Wed																		
Thur																		
Fri																		
Sat																		
WEEKLY TOTAL																		
Sun																		
Mon																		
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Mon																		
Tue																		
Wed																		
Thur																		
Fri																		
Sat																		
WEEKLY TOTAL																		
MONTHLY TOTAL																		

I hereby certify that the above report is a correct statement and includes total hours worked each workday for the period covered.

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____