

## Represented Staff Monthly Timesheet

Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Month/Year: \_\_\_\_\_

100%-time Appt = Pay Status Hours (available from 2008 Monthly Working Hours schedule, see bottom of page)

Day of Month	Regular Hours Worked	Vacation Leave Used	Sick Leave Used	Comptime Used	Holiday Hours Paid	Jury Duty (attach attendance report)	Leave Without Pay	Comptime Hours Worked	Paid Overtime Hours Worked
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
<b>Totals:</b>									

These boxes are for Payroll Office use only.					
	Balance available now	Used	Earning Rate	Earned This Month	Next month's starting balance
Vacation Leave					
Sick Leave					
Comp Time					
Development Leave					

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Pay/Roster Adjustments					
Cycle	Action	Chartstring/Distribution #	Pay Rate	Hrs/%Time	DOS