UMDNJ
University of Medicine & Dentistry of New Jersey

TIME & PAY RECORD - 2012

Name _____ Dept. _____

Address _____ Phone# _____

Position _____ Start Date _____ Budget _____

Emergency Contact Name/Relationship/Phone# _____

University ID# _____ ☐ Full-Time ☐ Permanent

☐ Part-Time ☐ Temporary

SELECT CODE AND MARK
ON CALENDAR DATE BELOW:

P	Present (or enter hours)	C	Comp Day
H	Holiday	LOA	Leave of Absence
FH	Float Holiday	D	Death in Family
V	Vacation	ML	Military Leave
S	Sick	J	Jury Duty
SD	Absent w/o pay	FS	Family Sick (critical)
SS	Scheduled Sick	WC	Worker's Compensation

(Add "U" for Unscheduled Time Off)

January

S	M	T	W	T	F	S	PAY
1	H	3	4	5	6	7	1
8	9	10	11	12	13	14	
15	H	17	18	19	20	21	2
22	23	24	25	26	27	28	
29	30	31					

February

S	M	T	W	T	F	S	PAY
			1	2	3	4	3
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	4
19	20	21	22	23	24	25	
26	27	28	29				

March

S	M	T	W	T	F	S	PAY
				1	2	3	5
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	6
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	7

April

S	M	T	W	T	F	S	PAY
1	2	3	4	5	H	7	
8	9	10	11	12	13	14	8
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	9
29	30						

May

S	M	T	W	T	F	S	PAY
		1	2	3	4	5	
6	7	8	9	10	11	12	10
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	11
27	H	29	30	31			

June

S	M	T	W	T	F	S	PAY
					1	2	
3	4	5	6	7	8	9	12
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	13
24	25	26	27	28	29	30	

July

S	M	T	W	T	F	S	PAY
1	2	3	H	5	6	7	14
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	15
22	23	24	25	26	27	28	
29	30	31					

August

S	M	T	W	T	F	S	PAY
			1	2	3	4	16
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	17
19	20	21	22	23	24	25	
26	27	28	29	30	31		18

September

S	M	T	W	T	F	S	PAY
						1	
2	H	4	5	6	7	8	
9	10	11	12	13	14	15	19
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	20
30							

October

S	M	T	W	T	F	S	PAY
	1	2	3	4	5	6	
7	8	9	10	11	12	13	21
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	22
28	29	30	31				

November

S	M	T	W	T	F	S	PAY
				1	2	3	
4	5	6	7	8	9	10	23
11	12	13	14	15	16	17	
18	19	20	21	H	H	24	24
25	26	27	28	29	30		

December

S	M	T	W	T	F	S	PAY
						1	
2	3	4	5	6	7	8	25
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	26
23	24	H	26	27	28	29	
30	31						

VACATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Balance Vac. Hrs. - 2011												
Vac. Hrs. Earned - 2012												
Total												
Vacation Hrs. Used												
Net Total												

SICK LEAVE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Balance Sick Hrs. - 2011												
Sick Hrs. Earned - 2012												
Total												
Sick Hrs. Used												
Net Total												

FLOAT HOLIDAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Float Hrs. - 2012												
Floating Hol. Hrs. Used												
Net Total												

ORAL WARNINGS	DATE OF WARNING

ORAL WARNINGS	DATE OF WARNING

HOLIDAYS	DAYS TAKEN
New Year's Day	
M.L. King, Jr. Day	
Good Friday	
Memorial Day	
Independence Day	
Labor Day	
Thanksgiving Day	
Day After Thanksgiving	
Christmas Day	
Other:	
Floating Days	

DAYS TARDY		