



TIME & PAY RECORD - 2008

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

