Biweekly Time Report							Pay Period Ending							
Employee Name Personnel Number Weekly Work Hours			Cost Center/WBS Position Rate / hour										」	
	Week # 1										Special	I Pay Unit	9	
At	tend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units		5	
												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	
	Total:											ZCGM	Charge Pay – M	
] •		
	Week # 2		_								al Pay Units			
At	tend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units			
	T . (.)													
	Total:			<u></u>	<u> </u>	ļ	<u> </u>					j 		
<u>Notes:</u> 0					Absence Types x = shift indicator (1,2,3)						Attendance Types			
 Report all time in hours and hundredths of hours. Use decimals rather than fractions. 			ACx UACx			DHx HLx	Deferred Holiday Holiday		CTBx FML	•				
3) This report should include absence and attendance hours only			ALx	Annual Leave		MLx	Military Leave	RGx Regular Ho						
	for this position.				FLx			PDx	Personal Day		WKCR	Workers' (Comp	
 Account for all hours in the employee's normal work day and work week. 				CTOx CLx										
The above is a t	true statement of hours	s for		1										
attendances/absences for the University of					Employee Signature						Date			
Tennessee for the weeks ending on the dates														
listed above. Signed and certified to be correct.					Departmental Approver						Date			