

## Time Entry Form (Salaried Graduate Employee)

For salaried graduate employees, sick leave is reported on a one month lag.

Sick leave is taken in one (1) day increments. Please record each day in LTG as a single increment (one day absent = 1)

This is your actual leave balance as of the first of the month.

<b>Year:</b> _____			<b>UO ID:</b> _____																											
<b>Pay #:</b> _____			<b>Last Name:</b> _____																											
<b>Position #:</b> _____			<b>First Name:</b> _____																											

  

<b>Earnings</b>			<b>Month:</b>																														
Code	Total Hrs	Sp Rate	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
Regular																																	
Overtime (OTM)																																	
<b>Leave Taken</b>																																	
Sick (LTG)																																	
Other*																																	

  

<b>Remarks (for departmental use only)</b> *Conferences, etc.	<b>Certification</b> I certify that the hours are correct, and properly charged to the earn codes designated.
	<div style="display: flex; justify-content: space-between;"> <span>Employee Signature</span> <span>Date</span> </div>
	<div style="display: flex; justify-content: space-between;"> <span>Supervisor Signature</span> <span>Date</span> </div>