

**COASTAL CAROLINA UNIVERSITY TIME SHEET**

UNIVERSITY WORK WEEK BEGINS AT 12:01 A.M. ON SUNDAY AND ENDS 12:00 MIDNIGHT ON SATURDAY.

NAME	EMPLOYEE ID	POSITION TYPE	WEEK ENDING	S/H

DEPARTMENT

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL	ACCOUNTS CHARGED	PERCENT
WORKED										
ANNUAL LEAVE TAKEN										
SICK LEAVE TAKEN										
LEAVE W/O PAY										
HOLIDAY									NO EMPLOYEE TO WORK OVERTIME WITHOUT PRE-APPROVAL, THIS TIME SHEET MUST BE COMPLETED AND SIGNED BY THE EMPLOYEE.	
FAMILY SICK LEAVE TAKEN										
COMP TIME TAKEN										
MILITARY LEAVE									<b>PAY OVERTIME (       ) FOR HOURS WORKED OVER 40</b>  <p style="text-align: right;">_____ AUTHORIZED BY</p> <p>I CERTIFY THAT THIS TIME SHEET CORRECTLY REFLECTS THE ATTENDANCES AND ABSENCES OF THIS EMPLOYEE FOR EACH DAY AS INDICATED.</p>	
*FUNERAL LEAVE										
**COURT LEAVE										
OTHER										

\* IMMEDIATE FAMILY MEMBER (ATTACH COPY OF OBITUARY)  
 \*\* ATTACH COPY OF JURY SUMMONS

_____ SUPERVISOR SIGNATURE	_____ DATE
_____ SUPERVISOR PRINT	
_____ EMPLOYEE	_____ DATE