

# The University of Memphis REGULAR MONTHLY EMPLOYEE/FACULTY TIMESHEET

Name \_\_\_\_\_

University ID # \_\_\_\_\_

Month of \_\_\_\_\_

Organization Code: \_\_\_\_\_

Day	Annual (170)	Sick (180)	Other		Day	Annual (170)	Sick (180)	Other	
			Hours	E.C.				Hours	E.C.
1st					17th				
2nd					18th				
3rd					19th				
4th					20th				
5th					21st				
6th					22nd				
7th					23rd				
8th					24th				
9th					25th				
10th					26th				
11th					27th				
12th					28th				
13th					29th				
14th					30th				
15th					31st				
16th									

I certify that hours worked as reported above are true and accurate in accordance with University policies & procedures.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

TIMEKEEPER USE ONLY

PAYROLL NUMBER \_\_\_\_\_  
 ECLS \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 SUFFIX \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_  
 ENTERED \_\_\_\_\_ DATE \_\_\_\_\_  
 (Timekeeper's initials)

**PERIOD SUMMARY**

	Beginning Balance	Usage	Accrual**	Ending Balance
Annual Leave	_____	0.0	15.0	15.0
Sick Leave	_____	0.0	7.5	7.5