

PAY PERIOD ENDING		
12	MM	17
	DD	YY
PAY CYCLE TYPE		
18		



PAYROLL / PERSONNEL
PAYROLL ADDITIONAL PAY
TIME REPORTING WORKSHEET
 UPAY644C (R5/04) R1576

DEPARTMENT

EMPLOYEE NAME	TR CODE	ACCT DIST NO	E R C	T Y P	D U C	TITLE CODE	LOC / ACCOUNT / COST CENTER / FUND / PROJECT / SUB						RATE AMOUNT	A H
1	9	10 11	19 20	90 91	92	22 25	26 27	32 33	36 37	41 42	47 48	56 62	63	
	AP													

REGULAR TIME				OVERTIME OR LEAVE TIME				W S P	PRO-RATE			
DESC. SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC. SERV	TIME IN HOURS	DESC. SERV	TIME IN HOURS	89	93				
64	66	67	71	72	73 75	76	80	81 83	84	88		

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64	66	67	71	72	73 75	76	80	81 83	84	88		

CONTROL TOTAL CONTROL TOTAL CONTROL TOTAL

REASON:

CERTIFICATION
SIGNATURE _____ EXT. _____ DATE _____
APPROVED BY
SIGNATURE _____ EXT. _____ DATE _____
PERSONNEL OFFICE
SIGNATURE _____ EXT. _____ DATE _____

ADDITIONAL AUTHORIZATION
SIGNATURE _____ EXT. _____ DATE _____
SIGNATURE _____ EXT. _____ DATE _____