

# UNIVERSITY OF REDLANDS ATTENDANCE REPORT

\*\*\* see reverse side for instructions \*\*\*

Employee Name (Print) \_\_\_\_\_  
 Department \_\_\_\_\_  
 Pay Period Starting Monday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Pay Period Ending Sunday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

	In		Out		In		Out		M/U Time	Total	Vac Hours	Sick Self	Sick Kin	Opt Hol	Pers Hol	Comp Time	Other Hours	** Code	Payroll will Calculate and Complete for you					
	Morning	Afternoon	Evening	Time	Reg	O/T	D/T	C/T																
M																								
T																								
W																								
T																								
F																								
S																								
S																								
M																								
T																								
W																								
T																								
F																								
S																								
S																								
										Total	205	210	212	216	217	107	**					105	135	140

Check M/U Box if using approved Make-Up Time  
 # of hours for FMLA \_\_\_\_\_

**GRAND TOTAL ALL HOURS**

Our signature indicate that the above accurately  
 reflects ALL time and hours worked and/or adsent.

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

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

- \*\* Other codes
- |                                 |                                      |
|---------------------------------|--------------------------------------|
| <b>230</b> _____ Jury           | <b>231</b> _____ \$ Paid by Court    |
| <b>225</b> _____ Bereavement    | <b>275</b> _____ \$ Paid by SDI      |
| <b>262</b> _____ Military       | <b>263</b> _____ \$ Paid by Military |
| <b>215</b> _____ Univ Holiday   | <b>165</b> _____ \$ On Call          |
| <b>118</b> _____ Worked Holiday | <b>330</b> _____ \$ Stipend          |
| <b>120</b> _____ Unpaid Time    | <b>350</b> _____ \$ Taxable Tuition  |

Initial if choosing Compensatory Time in lieu of O/T

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**PAYROLL USE ONLY:**