



Name:

Pay Period: -

Employee Badge:

Assign:

Dept:

Scheduled Hours										Leave Taken				Daily Total
Day	Date	Pay Code								Leave Code	Hours Taken	Leave Code	Hours Taken	
Mon														
Tue														
Wed														
Thu														
Fri														
Sat														
Sun														
1st week total														
Mon														
Tue														
Wed														
Thu														
Fri														
Sat														
Sun														
2nd week total														
2 week Total														

Leave Codes	Abbr.
Bereavement	BR
Jury Duty	JD
LWOP Reg	LWOP
Personal Holiday	PH
Sick Employee	SE
Sick Family	SF
Vacation	V
Witness	W

*Requires Prior Approval from Leave Administration*

Leave Codes	Abbr.
FMLA Sick Emp	FSE
FMLA Sick Fam	FSF
FMLA Vac Emp	FVE
FMLA Vac Fam	FVF
FMLALWOP Emp	FE
FMLALWOP Fam	FF
LWOP SDI	SDI
Maternity - LWOP	ML
Maternity - Sick	MS
Maternity - Vacation	MV
Military Pay	MP
Other Paid Leave	OPL
Reg Disab LWOP	RDL
Reg Disab Sick	RDS
Reg Disab Vac	RDV

Pay Codes
EWV
Reg Sal

LABOR DISTRIBUTION					
Pay Code	Start	End	Project / Task / Award	Hours	%

Prior Periods Pay/Leave Code Change			
Date	From: Code	To: Code	Hours

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

The foregoing percentages of Salaries & Wages have been reviewed and are reasonably consistent with work performed during the Bi-Weekly pay period.