

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Time Record**

Pay period: \_\_\_\_\_ 20\_\_\_\_\_  
(Month) (Year)

Pay period being reported (circle one):    Monthly    Semi-Monthly 1<sup>st</sup>-15<sup>th</sup>    Semi-Monthly 16<sup>th</sup>-end of month

Employee ID# \_\_\_\_\_ Employee Name \_\_\_\_\_

Position # \_\_\_\_\_ Suffix # \_\_\_\_\_

Department Name \_\_\_\_\_

Enter hours worked or leave time taken (by type):

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs		
Worked*																																		Worked
Sick																																		Sick
Vacation																																		Vacation
Holiday																																		Holiday
Comp**																																		Comp
Jury Duty																																		Jury Duty
Emergency																																		Emergency
Admin																																		Admin
Other (specify)																																		Other (specify)
																											<b>TOTAL</b>							

**\*Enter all time worked. Comp time earned will be computed based on amounts reported on this line.**

**\*\*Comp time taken.**

I hereby certify that the time in attendance, hours worked, and leave time reported are true and accurate:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date