

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	ERRC	TYPC	DUC	TITLE CODE	LOC / ACCOUNT / COST CENTER / FUND / PROJECT / SUB						RATE AMOUNT	AH									
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				WSP	PRO-RATE 93				
DESC. SERV	TOTAL REGULAR TIME ON PAY STATUS	H %	DESC. SERV	TIME IN HOURS	DESC. SERV	TIME IN HOURS							
64	66	67	71	72	73	75	76	80	81	83	84	88	89

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CONTROL TOTAL

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REASON:

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

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