UCLA Computer Science Department

MONTHLY Time Sheet

Month	Year	Employee Number	Name (Last, First, MI)

	Appointment %	Pay Rate	Employee Title

Current Regular Hours

Account / Fund #	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	%
Holiday																																	
Vacation																																	
Sick Leave																																	
Other (choose) ▼																																	
Other (choose) ▼																																	
Totals																																	

TOTAL paid this month

PREVIOUS Month CHANGES ONLY for (month & year)

Account / Fund #	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
type of change ▼																																	
type of change ▼																																	

CERTIFICATION and SIGNATURES

I certify that the above reported hours are correct.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Supervisor Signature _____ Date _____

ABSENCE and OVERTIME CODES

H · Holiday   LNP · Leave without pay
V · Vacation   OT · Overtime worked
S · Sick Leave   CTO · Comp Time Off
J · Jury Duty   CTA·Comp Time Accrued
FMLA · Family Medical Leave