

**FLORIDA TECH
Weekly Time Report**

Employee Name

Employee ID #

Department Name

Time Sheet Department Name

Time Sheet Orgn. Code

Pay Week Ending Date

REG	OT	VAC	SIC	FSL	DOC	PERS	OTHER	Total

Earning Codes

Earning Codes							Other	
REG Regular	OT Overtime	VAC Vacation	SIC Sick	FSL Family Sick	DOC Lve Without Pay	PERS Personal Holiday	BL Bereavement Lv	ANN Anniversary Day
							HOL Holiday	JD Jury Duty

Supervisor Signature

Date

Employee Signature

Date

HR005 12/99

**FLORIDA TECH
Weekly Time Report**

Employee Name

Employee ID (SSN)

Department Name

Time Sheet Department Name

Time Sheet Orgn. Code

Pay Week Ending Date

REG	OT	VAC	SIC	FSL	DOC	PERS	OTHER	Total

Earning Codes

Earning Codes							Other	
REG Regular	OT Overtime	VAC Vacation	SIC Sick	FSL Family Sick	DOC Lve Without Pay	PERS Personal Holiday	BL Bereavement Lv	ANN Anniversary Day
							HOL Holiday	JD Jury Duty

Supervisor Signature

Date

Employee Signature

Date

HR005 12/99