

U TI Entry

EmpID: Empl Rcd#:

Name: Acct Code Sub Code Percent

From Date: 08/03/2008 End Date: 08/16/2008 Appointment End Dt:

Workgroup: HOURLY11P 1st Meal Default: 2nd Meal Default: Std Hrs/Wk: 0.01

Jobcode Title: Department: ESM Institute for Music Leads

Student ID: Hrly Rate: Refresh Period

Be sure you're entering time for the correct Jobcode Title and Department

Fill in your time in this section

	Date	Day	In	Out	TRC	Amount/Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	Account Code
<input type="checkbox"/>	08/03/2008	Sun			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/04/2008	Mon	9:00AM	9:30AM	<input type="text"/>	0.500000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/04/2008	Mon	10:30AM	12:00PM	<input type="text"/>	1.500000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/04/2008	Mon	1:15PM	2:45PM	<input type="text"/>	1.500000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/05/2008	Tue	9:00AM	12:00PM	<input type="text"/>	3.000000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/05/2008	Tue	3:00PM	4:15PM	<input type="text"/>	1.250000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/06/2008	Wed	9:00AM	12:00PM	<input type="text"/>	3.000000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/06/2008	Wed	12:45PM	1:45PM	<input type="text"/>	1.000000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/07/2008	Thu	9:00AM	12:00PM	<input type="text"/>	3.000000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/07/2008	Thu	1:00PM	2:00PM	<input type="text"/>	1.000000				<input type="text"/>	UR DE	
<input type="checkbox"/>	08/08/2008	Fri			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/09/2008	Sat			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/10/2008	Sun			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/11/2008	Mon			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/12/2008	Tue			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/13/2008	Wed			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/14/2008	Thu			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/15/2008	Fri			<input type="text"/>					<input type="text"/>		
<input type="checkbox"/>	08/16/2008	Sat			<input type="text"/>					<input type="text"/>		

Total of Hours Entered: 15.750000

DON'T FORGET TO SAVE AFTER ENTERING TIME!

You sign here and have your supervisor also sign here
Turn into the IML office by 4 pm on the dates specified on the Time Reporting/ Payroll Schedule