

**TOOELE CITY CORPORATION
Employee Time Report**

Department															PP Start	12/05/04	
<i>Record times to the nearest quarter of an hour (.25)</i>																	
Employee #	Employee Name														PP End	12/18/04	
Last First																	
Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat			
Date	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	Tot. Hrs.	Codes	
Regular		x	x	x	x	x			x	x	x	x	x		84.00	1	
*Other Regular																1	
Paid Holiday																1	
Funeral Leave																2	
FOR PAYROLL USE ONLY															84.00		
Paid Overtime																3	
**Other Paid Overtime																3	
Earned Comp Time (Actual Hours Worked)																4	
Holiday Worked as Overtime Paid																5	
Holiday Worked as Comp Time Earned																6	
Holiday Worked for Police Officers																7	
FOR PAYROLL USE ONLY																	
On Call Pay (Mark day w/ an X)																8	
Call out Paid as Overtime																3	
Call out As Earned Comp Time																4	
FOR PAYROLL USE ONLY																	
Comp Time Taken																9	
Annual Leave (Vacation)																10	
Sick Leave																11	
FOR PAYROLL USE ONLY																	
TOTAL ACROSS		8.40	8.40	8.40	8.40	8.40			8.40	8.40	8.40	8.40	8.40		84.00	Total Across	
															84.00	Total Down	
FMLA Protected Leave	NOT TO BE INCLUDED WITH TOTAL HOURS															13	
Employee Signature	Date				Supervisor Signature						Date						

*See reverse for description. Any questions regarding computation of this form may be directed to the Payroll Administrator @ 843-2154 Form #6 Rev. 5-2004

