

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																1	
*Other Regular																1	
Paid Holiday																1	
Funeral Leave																2	
FOR PAYROLL USE ONLY																	
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	
TOTAL ACROSS																	
																Total Across	
																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

