

**TOOELE CITY CORPORATION**  
**Employee Time Report**

<b>Department</b>															<b>PP Start</b>	<b>11/30/08</b>	
<b>Employee #</b>	<i>Record times to the nearest quarter of an hour (.25)</i>														<b>PP End</b>	<b>12/13/08</b>	
	Last							First									
<b>Day</b>	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat			
<b>Date</b>	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	Tot. Hrs.	Codes	
Regular																1	
*Other Regular																1	
Paid Holiday																1	
Funeral Leave																2	
<b>FOR PAYROLL USE ONLY</b>																	
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	
<b>FOR PAYROLL USE ONLY</b>																	
On Call Pay (Mark w/X or Enter Amount)																8	
Call out Paid as Overtime																3	
Call out As Earned Comp Time																4	
<b>FOR PAYROLL USE ONLY</b>																	
Comp Time Taken																9	
Annual Leave (Vacation)																10	
Sick Leave																11	
<b>TOTAL ACROSS</b>																Total Across	
<b>FOR PAYROLL USE ONLY</b>																	
FMLA Protected Leave	<b>NOT TO BE INCLUDED WITH TOTAL HOURS</b>															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

