



*University of Massachusetts Lowell
Benefited Employee Timesheet*

<i>Employee Name:</i>		<i>Department Name:</i>	
<i>Employee ID:</i>		<i>Employee Record Number:</i>	
		<i>Week Beginning(Sunday):</i>	

I worked my regularly scheduled workweek and have no leave or adjustments to make to my timesheet.

I worked my regularly scheduled workweek *except* as noted below:

Sunday Date:	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:	Saturday Date:	Time Reporting Code

Time Reporting Codes to be used are:

- | | | | | |
|-----------------------------|---------------------------------------|----------------------|--------------------------|-----------------------------|
| BEV Bereavement | HCTES Holiday Comp Time Earned | JDY Jury Duty | RSV Reserve Leave | FSK Family Sick Time |
| CTE Comp Time Earned | HCTU Holiday Comp Used | NOP No Pay | PER Personal Time | VAC Vacation Time |
| CTU Comp Time Used | HOL Holiday | OVS Overtime | SIC Sick Time | |

Employee Signature _____ *Date:* _____

I certify that the hours worked on this timesheet are accurate and reflect the time worked or time earned for pay purposes during the period indicated.

Supervisors Signature _____ *Date:* _____

I certify that the hours worked on this timesheet are accurate and reflect the time worked or time earned for pay purposes during the period indicated.

*The State Comptroller's Office requires paper timesheets be kept on file for at least 3 years.
University of Massachusetts Lowell Human Resource forms can be found at www.uml.edu/hr*