Kansas Athletics - Monthly Time Sheet

Name: _____ **File #:** _____ **Month:** Nov/Dec 2021

Date	Day	In	Out	In	Out	In	Out	Total Work	Leave Codes V	S	Other Leave		Total Hrs	Special Event Notes
Example:		8:00 AM	10:00 AM	12:30 PM	2:30 PM			4.00	1.00	1.00	2.00	F	8.00	
11/14	Sun													
11/15	Mon													
11/16	Tue													
11/17	Wed													
11/18	Thu													
11/19	Fri													
11/20	Sat													
							WEEK TOTAL							<-- Weekly OT Total
11/21	Sun													
11/22	Mon													
11/23	Tue													
11/24	Wed													
11/25	Thu													
11/26	Fri													
11/27	Sat													
							WEEK TOTAL							<-- Weekly OT Total
11/28	Sun													
11/29	Mon													
11/30	Tue													
12/1	Wed													
12/2	Thu													
12/3	Fri													
12/4	Sat													
							WEEK TOTAL							<-- Weekly OT Total
12/5	Sun													
12/6	Mon													
12/7	Tue													
12/8	Wed													
12/9	Thu													
12/10	Fri													
12/11	Sat													
							WEEK TOTAL							<-- Weekly OT Total
	Sun													
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	Sat													
							WEEK TOTAL							<-- Weekly OT Total

Dept	Reg Hours	Dept	Reg Hours		Dept	O.T. Hours	Notes:
					Payroll Use Only		

* I verify that the hours listed above are accurate and I have claimed all hours worked

Employee Signature Date

Supervisor Signature Date

Total Hours for Pay Period

0

Overtime Total

0

LEAVE SUMMARY	
Vacation Leave	0
Sick Leave	0
Other Leave	0
Total Leave	**0**