Employee Weekly Time Sheet

Employee Name: _____ Date Pay Week Ends (Sunday): _____

MIT ID number: _____

Day	Attendance or Absence Type	Shift	Description or Temp Code	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total Hours	

Attendance Types

Code..... Definition

CALL ....Call-in pay
CPTR ....Campus Police Detail
CPDT ....Campus Police Training
WORK ...Hours worked
HWRK ...Hours worked on a holiday
SWRK ...Hours worked on special holiday
EWRK ...Hours worked on an emergency closing
MEAL ....Meal pay
QUIC ....Quick come back

Absence Types

Code..... Definition

BERV ....Bereavement
CPVI ....Campus Police Violent Injury
EXSL ....Extended Sick leave
EMER ...Emergency closing
5VAC ....5th week vacation
5SIC .....5th week in lieu of sick
HOLI ....Holiday
IAWC ....Industrial Accident
JURY ....Jury/Witness
LWOP ...Leave without pay
MILV ....Military leave
OTHR ...Other leave
PERS ....Personal leave
SICK .....Sick leave
SWOP ...Sick leave without pay
SFAM ....Sick-family
SHOL ....Special Holiday
VACA ....Vacation
VSIC .....Vacation in lieu of sick

Comments

Employee Signature: _____ Date:_____

Approver's Signature: _____ Date:_____

Note: *Original paper time sheets must be kept on file in the department.*