ESCC Time Sheet

Month _____
Name _____

Record of Overtime worked, time taken off in lieu, medical appointments, annual vacation, sick days, bereavement leave, or other.

Date	Approved hours of OT Worked	Time taken off	Codes

Code explanation:
If overtime HOURS are approved and worked, record them in the “Approved Overtime” column, and enter OT in the “CODES” column.
Record hours absent in the hours absent column and using the codes below, enter the appropriate code in the “CODES” column.
CTO - Compressed Time Off
OTT - Overtime – Time Taken
GI - General Illness
MA - Medical Appointment
V - Annual Vacation
BL - Approved Bereavement leave
LWOP - Leave without Pay
Other - Specify

Employees Signature_____
Supervisors Signature_____
Submit to Finance Coordinator within five working days of month-end.

C:\All Data\RICH to save as pdf\ESCC sample Time Sheet.doc