TIME SHEET FOR NONEXEMPT BENEFIT ELIGIBLE EMPLOYEES

University of Dayton

Employee Name		Postion Number	
Employee ID #		Time Queue	
Pay Period			

Please forward the completed form to Payroll in St. Mary's Room 413, +1663

Earnings Type	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th		Total Used
Regular Pay																	
Authorized Leave																	
Bereavement																	
Essential Personnel																	
Holiday Pay																	
Holiday Worked																	
Jury Duty																	
Sick Leave																	
Vacation																	
Total Hours																	

Earnings Type	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Total Used
Regular Pay																	
Authorized Leave																	
Bereavement																	
Essential Personnel																	
Holiday Pay																	
Holiday Worked																	
Jury Duty																	
Sick Leave																	
Vacation																	
Total Hours																	

Employee Signature Date

Supervisor Signature - **MANDATORY** Date

Supervisor Print Name - **MANDATORY**

VP/Dean Signature - **MANDATORY** Date

VP/Dean Print Name - **MANDATORY**