



TIME REPORTS FOR TEMPORARY ASSIGNMENT

TRS Location Code

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EMPLOYEE INSTRUCTIONS:

1. Use a separate form for each position or workweek (see *Notice 5620, Pay Schedules*, for relevant dates of workweeks and pay periods).
2. Employees paid monthly should submit time sheets for the current workweek by close of business on Friday of the current workweek. For the last week in the month, time sheets should be submitted by the last business day of the current month.
3. Employees paid biweekly must submit time sheets for the current workweek by close of business on Friday of the current workweek.

TRS LOCATION INSTRUCTIONS:

1. Every effort should be made, by the time and attendance (T&A) processor, to report T&A in the system on a daily basis.
2. This form must be signed by the employee and program manager or administrative designee, and kept on file at the work location for five years.
3. A copy should be returned to the employee.

Employee Name (Please Print- First, MI, Last)			Employee Number								
			OR								
Paid Monthly	Paid Biweekly	Pay Period Number	Last Four Digits of Social Security Number								
<input type="checkbox"/>	<input type="checkbox"/>	_____	<table border="1" style="width:100%"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>								

Position (Mark Only One): All hourly bands are FLSA eligible unless otherwise noted as exempt.

<input type="checkbox"/> Hourly Band 1	<input type="checkbox"/> Hourly Band 2	<input type="checkbox"/> Hourly Band 3	<input type="checkbox"/> Hourly Band 4	<input type="checkbox"/> Hourly Band 5	<input type="checkbox"/> Hourly Band 6	<input type="checkbox"/> Hourly Band 7
<input type="checkbox"/> Hourly Band 8	<input type="checkbox"/> Hourly Band 9	<input type="checkbox"/> Hourly Band 10	<input type="checkbox"/> Hourly Band 11	<input type="checkbox"/> Hourly Band 12	<input type="checkbox"/> Hourly Band 13	<input type="checkbox"/> Hourly Band 14 (Exempt)
<input type="checkbox"/> Hourly Band 15 (Exempt)	<input type="checkbox"/> Other (Please Specify) _____					

Minutes to Hundredths Table 15 Minutes = .25 30 Minutes = .50 45 Minutes = .75	Attendance Codes IR = Regular Hours LS = Sick Leave SS = Summer School	Shift Codes 1 = Day 2 = Evening 3 = Night
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Workweek Days (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
Other Information								
Index-Subsubject								

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
Other Information								
Index-Subsubject								

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
Other Information								
Index-Subsubject								

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
Other Information								
Index-Subsubject								

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
Other Information								
Index-Subsubject								

Date	Employee Signature	Time and Attendance Processor Name
Date	Program Manager or Administrative Designee Signature	Title