Centenary
COLLEGE OF LOUISIANA

Administrative (Exempt) Staff Attendance Sheet

NOTE: All time sheets are due into the Payroll Office
no later than NOON on the 10th of each month.

DEPARTMENT OF _____   MONTH AND YEAR _____

Employee's Name	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
Last 4 of SSN							
	22	23	24	25	26	27	28
	29	30	31	Total Vacation Hours Used:		Total Sick Hours Used:	

√ = Regular Day Worked

Partial Day Shown as: Code / # Hours Worked
A = Vacation
S = Sick Day
B = Bereavement
H = Holiday
JD = Jury Duty
I = Workers Compensation Injury
NDD = Non Duty Day (i.e. Snow Day)

EMPLOYEE SIGNATURE: _____

DATE: _____

APPROVED BY: _____

DATE: _____