



Time Report

Department Name: _____ Organization Code: _____ Schedule #: _____

Employee Name	Employee Identification #	Transaction Code	Earn Type	Time 1	Earn Type	Time 2	Earn Type	Time 3	Rate of Pay	Job #	Job Class	Account Template

Control Totals:

Time 1: _____ Time 2: _____ Time 3: _____ Rate of Pay: _____

Transaction Numbers for Time Reports

AP = 008 LV = 014 RP = 013 TE = 011 TX (HANDWRITTEN) = 005
DC = 012 LX = 006 RX = 007 TX (PREPRINTED) = 002