

Kronos

TIME & ATTENDANCE RECORD

December 25, 2011- January 3, 2012

Employee Name:						BSUID:			
Department Name:]			
			Pay Period	Begin Date:	Sun. 12/25/11	End Date:			Sat. 1/7/12
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Week 1	DATE		Time IN	Time OUT	Time IN	Time OUT	NP Hours	NP Code	Daily Total
Sunday	25-Dec								
Monday	26-Dec	Holiday							
Tuesday	27-Dec	Holiday							
Wednesday	28-Dec								
Thursday	29-Dec	_							
Friday	30-Dec	2Hr Early							
Saturday	31-Dec	_							
Week 2	DATE		Time	Time	Time	Time	NP	NP	Daily
			IN	OUT	IN	OUT	Hours	Code	Total
Sunday	1-Jan	_							
Monday	2-Jan	_Holiday							
Tuesday	3-Jan	_							
Wednesday	4-Jan	_							
Thursday	5-Jan	_							
Friday	6-Jan	_							
Saturday	7-Jan	_							
NP codes -	V=Vacation	S= Sick	H= Holiday	P= PTO	I= IPB	L= Leave			
Pay Period Total Hours:									
I certify that the hours reported on this record are true and correct.									
Employee Signature:			Date:						
Supervisor Signature:			Date:						