

**UIC - College of
Business
Administration
Sample
Time Report**

Employee Name
Printed (Last, First):

Department:

	Begin	End
Week:	1/17/2010	1/23/2010

*Week should
begin on a
Sunday and end
on a Saturday.

Smith, John

Accounting

UIN:

XXXXXXXXXX

	Totals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Type of Leave	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Regular Hours Worked	32		8	8	8	0	8	
Furlough	8					8		
Floating Holiday								
Vacation								
Sick Leave								
Other								
Totals for Week	40							

This time report must be signed by both the employee and the person authorized by the department to sign time reports.

Employee Signature:

XXXXXXXXXX

Dept. Approval:

YYYYYYYYYY

Date:

1/25/2010

Date:

1/25/2010

**UIC - College of Business Administration
Academic Professional Furlough Time Report**

Employee Name Printed (Last, First):

Department:

Week:

Begin	End

*Week should begin on a Sunday and end on a Saturday.

UIN:

	Totals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Type of Leave	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Regular Hours Worked								
Furlough								
Floating Holiday								
Vacation								
Sick Leave								
Other								
Totals for Week								

This time report must be signed by both the employee and the person authorized by the department to sign time reports.

Employee Signature:

Dept. Approval:

Date:

Date:
