

PLU Hourly Staff Time Sheet

Full Name: _____
 PLU ID: _____
 Job Title: _____
 Department: _____

Period Start Date: _____
 Period End Date: _____

Day Of Week & Date		Worked Hours		Leave Used (Non-Worked Hours)				Total Hrs
		Regular Pay Time In/Out	Total Hrs	Code	Hours	Code	Hours	For Day
<i>*Example*</i>	6/1/2024	9:00am-12:00pm, 1:00pm-3:00pm	5.00	SIC	1.00	VAC	2.00	8.00
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Total Hours Summary
Regular Pay: _____
Holiday Leave: _____
Vacation: _____
Sick Leave: _____
Summer Flex: _____
Jury Duty: _____
Bereavement: _____
Flex Holiday Usage: _____
PLU Holiday Worked: _____
Leave Without Pay: _____
Travel Hours: _____
University Closure: _____
Total Hours for Period: _____

Leave Codes	
HLH - Holiday Leave	HLX - Flex Holiday
VAC - Vacation	PLH - Holiday Worked
SIC - Sick Leave	LNP - Leave No Pay
SFH - Summer Flex	TRA - Travel Hours
JUR - Jury Duty	UCL - Univ. Closure
BRV - Bereavement	

Payroll Only: Weekly Hours Summary			
	Worked	Leave Used	Total Hrs
Week 1:			
Week 2:			
Week 3:			
Week 4:			

Employee Signature & Date

Supervisor Signature & Date

Please submit timesheet to the Payroll Office in Admin #106 by the deadline for the period