

# ATTENDANCE-LEAVE-PAY REPORT

Texas State Technical College

|                |
|----------------|
| <b>1234567</b> |
| Emp. ID. No.   |

|                  |
|------------------|
| <b>HARLINGEN</b> |
| Campus           |

|            |
|------------|
|            |
| Earn. Type |

The hours for each day worked must be entered.

|                          |           |                 |
|--------------------------|-----------|-----------------|
| <b>Doe, Jane</b>         |           |                 |
| Last Name, First, Middle | Job Dept. | Dept. Acct. No. |

|                             |           |         |           |            |            |
|-----------------------------|-----------|---------|-----------|------------|------------|
| <b>Continuing Education</b> |           |         |           |            |            |
| Job. Dept. Name             | Date From | Date To | Hire Date | Prior Svc. | Total Svc. |

| Date                         | Regular Hours Worked | IN      | OUT     | Other Hours Paid | Code | Total Hours Paid | RH Hours | CT Hours | Unpaid Leave Y-Z |
|------------------------------|----------------------|---------|---------|------------------|------|------------------|----------|----------|------------------|
| Monday<br><b>04/01/12</b>    | <b>4.00</b>          | 1:00 PM | 5:00 PM |                  |      |                  |          |          |                  |
| Tuesday                      |                      |         |         |                  |      |                  |          |          |                  |
| Wednesday<br><b>04/03/12</b> | <b>4.00</b>          | 1:00 PM | 5:00 PM |                  |      |                  |          |          |                  |
| Thursday                     |                      |         |         |                  |      |                  |          |          |                  |
| Friday                       |                      |         |         |                  |      |                  |          |          |                  |
| Saturday                     |                      |         |         |                  |      |                  |          |          |                  |
| Sunday                       |                      |         |         |                  |      |                  |          |          |                  |
| Monday<br><b>04/08/12</b>    | <b>4.00</b>          | 1:00 PM | 5:00 PM |                  |      |                  |          |          |                  |
| Tuesday                      |                      |         |         |                  |      |                  |          |          |                  |
| Wednesday<br><b>04/10/12</b> | <b>4.00</b>          | 1:00 PM | 5:00 PM |                  |      |                  |          |          |                  |
| Thursday                     |                      |         |         |                  |      |                  |          |          |                  |
| Friday                       |                      |         |         |                  |      |                  |          |          |                  |
| Saturday                     |                      |         |         |                  |      |                  |          |          |                  |
| Sunday                       |                      |         |         |                  |      |                  |          |          |                  |
| <b>TOTALS</b>                | <b>16.00</b>         |         |         | <b>0.00</b>      |      | <b>0.00</b>      |          |          |                  |
| ENDING BALANCE FORWARD       |                      |         |         | TOTAL FORWARD    |      |                  |          |          |                  |

Sample

**Must be printed on Yellow paper.**

SIGNED: \_\_\_\_\_  
Employee Date

APPROVED: \_\_\_\_\_  
Supervisor Date