### UO Physics Dept. - Daily Time Record

For time sheet retention periods, refer to the HRIS Banner Guide/Time Entry/ Time Sheet Retention. See [http://bg.uoregon.edu/hris/timesheets.htm](http://bg.uoregon.edu/hris/timesheets.htm).

**DUE DATE:** 12/11/19

#### Year: 2019

#### Month: 12

#### Number:

#### Last Name:

#### First Name:

#### Duties:

- [ ] Research Lab Asst
- [ ] Demo Rm Asst
- [ ] General Phys Lab Asst
- [ ] PPLA
- [ ] Other (describe):

#### Supervisor Name: (print)

#### Index:

#### Earnings - Dept Use Area

<table>
<thead>
<tr>
<th>Code</th>
<th>Total Hrs</th>
<th>Rate</th>
<th>Total Wages</th>
</tr>
</thead>
<tbody>
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</table>

#### Time Entry Initials

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
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</thead>
<tbody>
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#### Certification

I certify that the hours are correct, and properly charged to the earn codes designated.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
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</table>

I understand that earn codes RWS and RW1 thru RW5 are partially Federal Funded.

#### Total Hours for the Month

#### Sick Leave Taken

Circle date(s)

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

HRIS DTR 08/98

Revised Nov. 2011