

# UO Physics Dept. - Daily Time Record

**DUE DATE:**

**3/11/20**

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

Year: 2020  
 Month \_\_\_\_\_  
 Number: 3

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Duties:  
 (check one)  Research Lab Asst  
 Demo Rm Asst  
 General Phys Lab Asst  
 PPLA  
 Other (describe) \_\_\_\_\_  
 Supervisor Name: (print) \_\_\_\_\_  
 Index: \_\_\_\_\_

Earnings - Dept Use Area			
Code	Total Hrs	Rate	Total Wages
<b>Total</b>			

Time Entry Initials \_\_\_\_\_

## Certification

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
<b>Date</b>		2/11/20	2/12/20	2/13/20	2/14/20	2/15/20	2/16/20	
Time In								
Time Out								
Total Hours								
<b>Date</b>	2/17/20	2/18/20	2/19/20	2/20/20	2/21/20	2/22/20	2/23/20	
Time In								
Time Out								
Total Hours								
<b>Date</b>	2/24/20	2/25/20	2/26/20	2/27/20	2/28/20	2/29/20	3/1/20	
Time In								
Time Out								
Total Hours								
<b>Date</b>	3/2/20	3/3/20	3/4/20	3/5/20	3/6/20	3/7/20	3/8/20	
Time In								
Time Out								
Total Hours								
<b>Date</b>	3/9/20	3/10/20						
Time In								
Time Out								
Total Hours								
<b>Date</b>								
Time In								
Time Out								
Total Hours								
								<b>TOTAL HOURS FOR THE MONTH</b>
								<b>SICK LEAVE TAKEN</b>
								Circle date(s)