

# UO Physics Dept. - Daily Time Record

**DUE DATE:**

**4/11/20**

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: 4

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Duties:  
 (check one) Research Lab Asst \_\_\_\_\_  
 Demo Room Asst \_\_\_\_\_  
 General Physics 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>			3/11/20	3/12/20	3/13/20	3/14/20	3/15/20	
Time In								
Time Out								
<b>Total Hours</b>								
<b>Date</b>	3/16/20	3/17/20	3/18/20	3/19/20	3/20/20	3/21/20	3/22/20	
Time In								
Time Out								
<b>Total Hours</b>								
<b>Date</b>	3/23/20	3/24/20	3/25/20	3/26/20	3/27/20	3/28/20	3/29/20	
Time In								
Time Out								
<b>Total Hours</b>								
<b>Date</b>	3/30/20	3/31/20	4/1/20	4/2/20	4/3/20	4/4/20	4/5/20	
Time In								
Time Out								
<b>Total Hours</b>								
<b>Date</b>	4/6/20	4/7/20	4/8/20	4/9/20	4/10/20			
Time In								
Time Out								
<b>Total Hours</b>								
<b>Date</b>								
Time In								
Time Out								
<b>Total Hours</b>								
								<b>TOTAL HOURS FOR THE MONTH</b>
								<b>SICK LEAVE TAKEN</b>
								Circle date(s)