

VILLANOVA UNIVERSITY PAYROLL OFFICE ADMINISTRATIVE TIME REPORT

****INSTRUCTIONS****

Please submit to Payroll by 11:00A.M. on Monday morning following the period ending date (see Admin. Schedule). LATE TIME REPORTS WILL BE PAID IN THE FOLLOWING PAY PERIOD. Please honor schedule – your employees deserve to be paid.

PERIOD ENDING DATE _____

DEPT. NAME _____

Enter hours worked (not to exceed 40 hours in any weekly period) or indicate excused and/or unexcused absences as follows:

- (S) Sick (V) Vacation (D) Death in Family
(A) Absence (P) Personal (without pay) (X) Regular Day Off

INDEX NUMBER: **ACCOUNT**

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Attach an Overtime Report for time worked in excess of 40 hours in any weekly period.

ID #	NAME	M	T	W	T	F	S	S	M	T	W	T	F	S	S	TOTAL HOURS

BUDGET ADMINISTRATOR _____ **DATE** _____
(STAMPED SIGNATURE IS INVALID)