

**JOHNSON C. SMITH UNIVERSITY
UPWARD BOUND PROGRAM**

Weekly Time Reports

Employee _____

Department _____

Title _____

Week ending _____

Day of Week	Regular Hours			Overtime		Total Hours		Applicable Code
	In	Lunch	Out	In	Out	Hours	Min.	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total for Week								

Total for Week

For Office Use Only

Leave Codes

- 1 Sick
- 2 Vacation
- 3 Compensatory Time
- 4 University Business
- 5 Holiday

Total Regular Time _____

Signature _____
(Supervisor)

Signature _____
(Employee)

Date _____

Date _____