## **IMPERIAL VALLEY COLLEGE CLASSIFIED EMPLOYEE MONTHLY TIME RECORD**

## Fiscal Year 2010 to 2011

NAME			Generated ID #	
PAY PERIOD	_ 16,	то		_15,

SECTION I

DATE	REGULAR HOURS	EXCEPTION	
		HOURS	CODE
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10 11			
11 12			
12			
13			
14			
13			

**\*\* FOR HUMAN RESOURCES USE ONLY \*\*** 

VAC = \_\_\_\_\_ SIC = \_\_\_\_\_

CTU = CTT =

# **SECTION II – EXCEPTION CODES**

AU	Authorized College Absence **
BL	Absence slip must be attached. Bereavement Leave
DL	
	Relationship
CO	Distance
CO	Compensatory Time Earned
CU	Compensatory Time Used
FR	Furlough Day
НО	Holiday
IL	Industrial Leave **
	Copy of Doctors Work Status Report must be
	attached OR YOU WILL BE DOCKED. NO
	<b>EXCEPTIONS</b>
JD	Jury Duty
LWP	Leave Without Pay
ML	Military Leave**
ND	Night Differential
ОТ	Overtime Hours Earned
PN 1	Death in Immediate Family
PN 2	Accident – Immediate Family
PN 3	Death of a Friend
PN 4	Special Event – Immediate Family
PN 5	Illness in Immediate Family
PN 6	Appearance in Court **
<b>PN 7</b>	Any Personal Reason
SL	Sick Leave Hours Used **
22	Doctor Verification must be attached for absences
	of 5 or more consecutive work days.
VAC	Vacation Hours Used
MR	Meal or rest period not used as required
0	Other – Explain
0	Ouror – Exprain

- \*\* **Attach Copy of Authorization / Absence Forms**
- RE: PN No more than seven (7) days May be used for category numbers 1 through seven (1 - 7) in a fiscal year.

<b>Regular Hours total</b>	
Exception Hours total	
<b>Total Hours/Time Period</b>	

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#### Fiscal Year 2010 to 2011

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#### SECTION III - OVERTIME / COMPENSATORY/ NIGHT DIFFERENTIAL HOURS EARNED

DATE	IN	OUT	HOURS	CODE	REASON	ACCT. CODE(S)

\*\* Account codes must be recorded in order to pay out overtime.

1. Total Overtime hours earned (less than eight hour employee only) ....

2. Total Compensatory hours earned (less than eight hour employee) ....

4. Total Compensatory hours earned ... (x 1 ½) .....

5. Total Hours for pay period (Add 1 & 2 or 3 & 4 above) .....

6. Night Differential hours .....

All hours earned in overtime/night differential to be paid on the 10<sup>th</sup> of the following month.

I certify that the above information was <u>reviewed</u> and is <u>correct</u>. Furthermore, I affirm that unless indicated in the log, all <u>breaks</u> (15 minutes) and <u>meal periods</u> (at lease 30 uninterrupted minutes) were authorized and permitted.

Employee:	Date:
Supervisor/Director/Associate VP/Dean:	Date:
Vice President/President:	Date: