VILLANOVA UNIVERSITY
PAYROLL OFFICE

ADMINISTRATIVE TIME REPORT

**** INSTRUCTIONS ****

Please submit to Payroll by 10:00 A.M. on Monday morning following the period ending date (see admin. Schedule). LATE TIME REPORTS WILL BE PAID IN THE FOLLOWING PAY PERIOD.

PERIOD ENDING DATE _____

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

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

DEPT. NAME _____

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

S.S. NO.	NAME ENTER DATE	M	T	W	T	F	S	S	M	T	W	T	F	S	S	TOTAL HOURS

INDEX ACCOUNT

White Copy – Payroll

BUDGET ADMINISTRATOR _____ DATE _____

(STAMPED SIGNATURE IS INVALID.)

5/97 PR301