

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY
Employee Time Record (Form PD-113)

Pay Period	
From:	
To:	

Department Name: Human Resources

Banner ID #	Last Name	First Name	MI

Workweek 1										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:

Comp/Overtime Earned:

Workweek 2										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:

Comp/Overtime Earned:

Workweek 3										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:

Comp/Overtime Earned:

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Pay Period	
From:	
To:	

Banner ID #

Workweek 4										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:		
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Comp/Overtime Earned:

Workweek 5										
Work Day	Day of Month	Time Worked						Total Hours Worked	# Hrs Leave Taken	List Leave Code
		In	Out	In	Out	In	Out			
Su										
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										

Total Columns:		
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Comp/Overtime Earned:

I certify that all "HOURS WORKED" and "CODED HOURS" have been recorded accurately. *(Please print before completing this section.)*

Employee's Name (Please Print)	Employee's Signature	Date
Supervisor's Name (Please Print)	Supervisor's Signature	Date

* Use to document explanations for adverse weather make up, unexcused absences, etc:

FOR COMMENTS ONLY:

CODE	LEAVE TYPE	CODE	LEAVE TYPE
V	Vacation Leave	H	Holiday (Paid)
S	Sick Leave	J	Jury Duty (Civil Leave)
B	Bonus Leave	M	Military Leave
A	Administrative Leave	LWOP	Leave Without Pay
AW	Adverse Weather	SL	Shared Leave
CT	Compensatory Leave <i>Taken</i>	SWOP	Suspension Without Pay
CSL	Community Service Leave	W	Worker's Compensation