EX THE UNIVERSITY OF MICHIGAN - FINOPS BUSINESS PROCESSES REGULAR, EXEMPT - MONTHLY TIME REPORT

Pay Date:				Exception Time							
Pay Period: through Employee ID:		Date	Day	Hours	Report Code	Hours	Report Code	Hours	Report Code	Hours	Report Code
Employee Record Nbr:			_								
Employee Name:											
Department:											
Appointment Information											
Shortcode Shortcode Description	Effort										
	_										
	<u> </u>										
	<u> </u>										
Check here if no variation from norma	1 work										
schedule.	I WOLK										
"X" this box to NOT have excess sick	time taken from										
the balance of your accumulated vacat											
I authorize the following deductions from	my										
paycheck as necessary; vacation, PTO, sic care taken in excess of my balance; excuse	k or family										
unexcused absence and reimbursement for	military										
duty.	<u> </u>										
	_										
Employee Signature Date	e										
Supervisor Signature Pho	one	Total l	Hours								
Print Supervisor Name Em.	ail					_				_	

INSTRUCTIONS FOR MONTHLY ATTENDANCE REPORT

For a new hire, transfer or when a preprinted form is not available, use a blank form and print the For Month Ending date, Employee ID, Employee Record Number, Employee Name, Department ID, Department Name, Total Effort and Short Code(s) and Effort for each short code.

Exempt staff members do not need to report hours worked. Only report absences from your normal work schedule to the nearest half-day increment. Convert half-day increments to hours for time report only. Each half-day stands alone, short absences (i.e. 1 hour) are not to be accumulated for consolidation and reporting at a later time (SPG 201.64). Absence of a majority of a half-day (based on your work schedule) is considered a half-day absence forreporting purposes.

Enter the time report code and the number of hours pertaining to that time report code in the proper day(s). Complete the tenths position.

Overtime hours must be submitted to Payroll using the Special Payment Form.

EXCEPTION CODES/DESCRIPTIONS

ADV	Overtime Added to Vacation	JRD	Jury Duty				
BVA	Borrowed Vacation (4)	MIL	Military (1)				
EDU	EDU Educational Time		One Time Bank				
ECA	A Emergency Closing Absent (2)		Paid Time Off Scheduled				
ECW	CW Emergency Closing Worked (3)		Paid Time Off Unscheduled				
ETW	Excused Time - Without Pay	SEW	Season Time Worked				
ESF	Extended Sick - Full Pay	SEA	Season Time Off				
ESH	Extended Sick - Half Pay	SCK	Sick - Preventative (Appts)				
FRL	Funeral Time	SCL	Sick - Illness, Injury				
HOL	Holiday	SKF	Sick - Family Care				
HSB	Holiday Substitution	UET	Unexcused Time - Without Pay				
HPB	Hospital Business	VAC	Vacation				
HWR	Hours Worked on Holiday 1.0	HOV	Holiday on Scheduled Day Off - Add to Vac				

- 1. Additional documents required: see SPG 201.33
- 2. Absence during declared emergency closing
- 3. Time worked during declared emergency closing
- 4. Due to Christmas/New Year's closure

FOR ATTENDANCE QUESTIONS, REFER TO THE "PAYROLL DEPARTMENT" LISTING IN THE STAFF DIRECTORY FOR THE PROPER PHONE NUMBER.