

Kansas State University  
 Time and Leave  
 Document

<b>Department</b>		<b>Emplid</b>		<b>Rcd#</b>		<b>Pg.</b>
<b>Pay End Dt</b>		<b>Name (L,F M)</b>				
<b>Position Nbr</b>		<b>FLSA</b>		<b>FTE</b>		<b>Work Schedule</b>

<b>Earn Code</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Totals</b>
<b>In Pay Status - Totals</b>															

All times listed on this report reflect actual time charged, including leave time, and is true and correct to the best of my knowledge.

Employee's Signature / Date \_\_\_\_\_

Agency Authorization / Date \_\_\_\_\_