

# STAFF TIMESHEET 16 to 31

**Note: Kindly fill out all information in the top box. This information is required in order to process your pay efficiently.**

Payroll Id: SM                      Pay Month: \_\_\_\_\_

Name: \_\_\_\_\_                      Department: \_\_\_\_\_  
PLEASE PRINT

ID #: \_\_\_\_\_                      JobTitle: \_\_\_\_\_                      Position #: \_\_\_\_\_

	Index	Fund	Orgn	Acct	Prog	Actv	Loca	Pct
Distribution:								

Exception Time:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS
Vacation																	
Sick Time																	
Personal Leave																	
Special Leave																	
<b>Other Leave Codes:</b>																	

Employee Signature \_\_\_\_\_                      Authorization Signature \_\_\_\_\_

**LEAVE CODES**

ACC	Accumulated Time Taken	GEN	General Illness (More than 5 Consecutive Working Days)	LOA	Leave of Absence without pay
AOD	Accum OT Earned @ 2.0			OTS	Overtime Straight Time
AOT	Accum OT Earned @ 1.5	DRS	Medical Appointments	OT	Overtime Pay @ 1.5
AST	Accumulated Straight Time	FXE	Flexible Hours Earned	OTD	Overtime Pay @ 2.0
CPL	Compassionate Leave	FXT	Flexible Hours Taken	O	Other: Describe Earning on time sheet

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 Department of Human Resources - Mount Royal University - 4 825 Mount Royal Gate SW - Calgary AB - T3E 6K6 - (403) 440-6584. [humanresources@mtroyal.ca](mailto:humanresources@mtroyal.ca)