

# MAINTENANCE TIME SHEET \_\_\_\_\_ of \_\_\_\_\_

**ID Number** \_\_\_\_\_ (Mandatory) Job Title \_\_\_\_\_ Location \_\_\_\_\_

Name (Last, First, Middle Initial) \_\_\_\_\_ Rate \_\_\_\_\_ Pay Period Ending \_\_\_\_\_

	WEEK ONE							WEEK TWO									
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
<b>Date</b> (mm/dd) .....																	
<b>Regular Scheduled Hours Worked</b> .....																	
<b>Absent Hours</b> (Requires Absence Code) .....																	
<b>Absence Code</b> (Choose from below) .....																	
<b>Overtime Hours</b> (Explain below) .....																	
<b>Double Time</b> (Explain below) .....																	
<b>Shift Hours - 5 pm to Midnight*</b> (215) ....																	
<b>Shift Hours - Midnight to 6 am*</b> (217) ....																	
<b>Lead Pay</b> (205) .....																	

\*Do not include lunch

START DATE	END DATE	CLASSIFICATION	TOTAL HRS	STEP (A/B/C)	(FINANCE ONLY) CODE CHANGE

### ABSENCE CODES

- 370..... Death In Family
- 210..... Holiday
- 376..... Illness - Child
- 375..... Illness - Family
- 312..... Illness - Personal
- 340..... Jury Duty
- 380..... Leave Without Pay
- 330..... Military Leave
- 325..... Professional Leave
- 360..... Union Business
- 302..... Vacation
- 400..... Workers' Comp

DATE	OVERTIME EXPLANATION (01 Operations / 04 Community Ed) – Mandatory

\_\_\_\_\_  
*Employee Signature*                      *Date*                      *Engineer/Lead Person Signature*                      *Date*                      *Supervisor's Approval Signature*                      *Date*