



**Danville Area  
Community College**

**REPORT OF EMPLOYEE'S TIME**

Covering the period from \_\_\_\_\_ through \_\_\_\_\_

Name \_\_\_\_\_ Department Name \_\_\_\_\_

Colleague ID # \_\_\_\_\_ Department Account Number \_\_\_\_\_  
(Part-time only)

Indicate hours worked each day (i.e. 8:00-12:00, 1:00-5:00) or reason for absence (i.e. personal leave, vacation, unscheduled leave, etc.) Please put the date in the upper right hand boxes.

							<b>Total Hours</b>

**For hours over 8 per day choose (applies only to full-time staff):**

- PAY OVERTIME**
- COMPENSATORY TIME**

<b>Total Hours</b>	
<b>Minus Reg. Contract Hrs.</b>	
<b>Overtime Hours</b>	

**HOURS**

**Beginning Balance** \_\_\_\_\_

USED - \_\_\_\_\_ X 1.0 = \_\_\_\_\_

EARNED + \_\_\_\_\_ X 1.5 = \_\_\_\_\_

**Ending Balance** \_\_\_\_\_

**LEAVE SUMMARY**

	<b>SICK</b>	<b>VACATION</b>	<b>PERSONAL</b>	<b>BEREAVE*</b>	<b>OTHER</b>	<b>TOTAL</b>
<b>PWO DGT QHHTS0</b>						

\*Indicate Relationship \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_