

MONTHLY TIME SHEET

CODE: BLUE

Month: (MM / YYYY)

Name: Last First

E-Mail:

UCLA ID:

Title:

Monthly Rate: \$

Ledgend/Codes	
HOL	Holiday
VAC	Vacation
SKL	Sick Leave

SHADED COLUMNS FOR PAYROLL USE ONLY					
Hours/Expense Account Allocation					
Acct.	Dist.	(%)	RCG ID	FAU	Fund Mgr. Approval
1					
2					
3					
4					
5					

Date	Hours	Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total		

THIS SPACE FOR PAYROLL USE ONLY	
Acct.	(%)
1	
2	
3	
4	PTR
5	Special Action
	Total Hours Available

Certified by Employee:

Date:

Supervisor Approval:

Date: