

# UCLA Physics & Astronomy Department Timesheet

**Exempt Employee**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

UCLA ID: \_\_\_\_\_

Title Code: \_\_\_\_\_

Month/Yr:  
(Max Hrs)

**Account/Fund No. (%)**

- 1. \_\_\_\_\_ ( %)
- 2. \_\_\_\_\_ ( %)
- 3. \_\_\_\_\_ ( %)
- 4. \_\_\_\_\_ ( %)
- 5. \_\_\_\_\_ ( %)

**Recharge - Account/Fund No. (%)**

- 1. \_\_\_\_\_ ( %)
- 2. \_\_\_\_\_ ( %)
- 3. \_\_\_\_\_ ( %)
- 4. \_\_\_\_\_ ( %)
- 5. \_\_\_\_\_ ( %)

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

**Leave/Accrual Codes Legend**

- VAC: Vacation
- SKL: Sick Leave
- JD: Jury Duty
- LWOP: Leave without Pay

Check here if you are not reporting any  
VAC, SKL, JD or LWOP

Date	Code	Hours
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		
<b>Total</b>		

Office Use Only:	Roster	EDLR
VAC	_____	_____
SKL	_____	_____
LWOP	_____	_____
FUT	_____	_____

\_\_\_\_\_  
AUDIT  
\_\_\_\_\_  
LA