

UCLA Physics & Astronomy Department Timesheet

Exempt Employee

Name: _____

Email: _____

UCLA ID: _____

Title Code: _____

Month/Yr:
(Max Hrs)

Leave Earn Code Key

- VAC: Vacation Leave - Salaried
- SKL: Sick Leave - Salaried
- JUR: Jury Duty Leave - Salaried
- LWOP: Leave without Pay
- ADM: Admin leave - Salaried

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

| <u>Date</u> | <u>Code</u> | <u>Hours</u> |
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| Total | | |

Employee Date

Supervisor Date