

**University of Maryland, Baltimore
EXEMPT EMPLOYEE TIMESHEET**

Name :
EmplID:
Empl Class: 33-ExmReg

Department :
From: To:
Pay Period:

FTE:
Standard Hours:
Schedule:

**Record whole hours only
Contingent I Employees should only indicate "D" on days worked**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Duty Days															

PAID LEAVE

Annual (VCS)															
Holiday (HLS)															
Personal (PRS)															
Sick (SCS)															
Other Paid Leave Hours															
Other Paid Leave Code															
Total Paid Hours															

UNPAID LEAVE - Must be reported to FS-Payroll for adjustment

Unpaid Leave Hours															
Unpaid Leave Code															

Other Paid Leave Codes

*ACC - Accident Pay under 6 mos
*ACE - Accident Pay over 6 mos
ADMS - Administrative Leave
DLS - Disaster Leave
JURS - Jury Leave
MILS - Military Leave

SCADS - Advanced Sick Leave
SCEXS - Extended Sick Leave
SCIFS - Sick - Immediate Family
SCLRS - Leave Reserve Fund
SPCS - Suspension Pending Charges
WITS - Subpoenaed Witness

* Must be reported to FS-Payroll for adjustment

Unpaid Leave Codes

UADLV - Administrative Leave
UAPLV - Approved Leave
UDISP - Disciplinary Suspension
UFMLA - Family and Medical Leave
USPCS - Suspension Pending Charges
UWITS - Subpoenaed Witness
UUNAB - Unauthorized Absence

Leave Earned as of period ended 05-03-03 and Taken as of period ended 04-19-03

TYPE OF LEAVE	ANNUAL	HOLIDAY	PERSONAL	SICK
Previous Balance	0.00	0.00	0.00	0.00
Taken	0.00	0.00	0.00	0.00
Earned	0.00	0.00	0.00	0.00
Adjustments	0.00	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00	0.00

COMMENTS:

Employee Signature

Date

Supervisor Signature

Date

UMB MESSAGE :