

Louisiana State University Health Sciences Center Wage Attendance Sheet

Location: _____

Pay Period: _____ Thru _____

Paygroup: _____

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Period Total
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
Schedule																													
Clock Time																													
Clock Time																													
Call Back																													
Annual																													
Sick																													
Other																													
Tot Hrs Paid																													
On Call																													
LWOP																													

Department: _____ Emplid: _____ Std. Hrs.: _____
 Classification: _____ DDI Template: _____ X _____
 I Certify that the Hours Shown are Correct

	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Period Total
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Supervisor _____	Department Head _____	INSTRUCTIONS: Enter time worked or leave by type for each day. Total each column by day and each row for the Pay Period. Obtain all signatures and forward to the PAYROLL OFFICE.
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