CHICAGO STATE UNIVERSITY

TIME REPORTING RECORD

In accordance with the Illinois State Official and Employee Ethics Act, each employee is required to report their time and attendance on a daily basis.

Please indicate the total number of hours worked per day (**excluding lunch**). Your signature certifies the accuracy of time reported.

Employee Name _____ **UID#**: _____

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date:							
Hours:							
Leave Taken:							
Total:	0	0	0	0	0		

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date:							
Hours:							
Leave Taken:							
Total:	0	0	0	0	0		

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date:							
Hours:							
Leave Taken:							
Total:	0	0	0	0	0		

Pay Period Total: 0

Employee Signature: _____ Date:_____

Supervisor Signature: _____ Date:_____

9/27/2022