

Eastern Washington University

Pay Period

1st through 15th

16th through 30th/31st

Classified Time Sheet for Month of _____ Year _____

Daily entries must be in hours and decimals. Type or use black/blue pen.

Name _____ EWU ID Number _____
Last First MI

Department _____ Phone _____ Appointment % (FTE) _____

		PFML Checkbox	Earn Code	Total	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	
Regular Time	Regular Time Worked		HRS																		
Paid Leave Taken	Holiday - PFML		PMH																		
	Vacation Leave		VAC																		
	Sick Leave		CSL																		
	Personal Holiday		PH																		
	Personal Leave Day		PLD																		
	Compensatory Time Taken		CMP																		
	Civil/Jury Leave		CLV																		
	Bereavement Leave		BLV																		
	Military Leave		MLV																		
	Other Paid Leave		OPL																		
	Release Time - Union Activity		REL																		
	Shared Leave Taken		SLT																		
	Emergency Child Care - Comp		ECC																		
	Emergency Child Care - Vacation		ECV																		
	Emergency Child Care - Sick		ECS																		
Emergency Child Care - LWOP		ECL																			
Leave Without Pay	Leave Without Pay - Cyclic		LWC																		
	Leave Without Pay - Other		LWO																		
	Faith or Conscience Holiday		FCH																		
Additional Pay	Paid Overtime		OVT																		
	Call Back Pay		CBP																		
	Standby Pay		SBP																		
	Premium Pay - Holiday Worked		HWK																		
	Shift Differential		SD2																		
	Straight Time Pay		STP																		
Comp Time Earned	Comp Time Earned - 1.5 Rate		CTE																		
	Comp Time - Holiday on day off		CT1																		
Total Hours for Pay Period																					

Employee's Signature _____ I certify that the time entered represents a true and accurate record of my time.	Date _____
Supervisor's Signature _____ I certify the above record is true and correct.	Date _____