

# Weekly Time & Attendance Report

*For Exception Reporting Employees*

Department \_\_\_\_\_

Department ID \_\_\_\_\_

Week Ending \_\_\_\_\_

*(Saturday date for the Current Week)*

**\*\*Indicate only if other than SFT1**

**\* Report minutes in decimals**

Employee ID	Rec #	Name (Last, First, MI)	Shift ID**	Combo Code	Time Reporting Code	*Sun	*Mon	*Tues	*Wed	*Thurs	*Fri	*Sat

<b>SHIFT IDs:</b>	
SFT1	Shift 1
SFT2	Shift 2
SFT3	Shift 3
WKNSFT1	Weekend Shift 1
WKNSFT2	Weekend Shift 2
WKNSFT3	Weekend Shift 3

Authorized by \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Date

Form Prepared By: Name: \_\_\_\_\_

Email: \_\_\_\_\_

Tel# \_\_\_\_\_

Date \_\_\_\_\_