

Employee Last Name	First Name	EMPL ID	Dept ID
	IN punch	LUNCH punch	IN punch
Saturday 1/27/18			
Sunday 1/28/18			
Monday 1/29/18			
Tuesday 1/30/18			
Wednesday 1/31/18			
Thursday 2/1/18			
Friday 2/2/18			
Saturday 2/3/18			
Sunday 2/4/18			
Monday 2/5/18			
**If Non-Exempt shift differential employee - please add TRC - Time Reporting Code			
	<i>REGO - Work hours up to 40hrs, anything over is overtime</i>		
	<i>REGC - Work hours up to 40hrs, anything over is comp earned</i>		
Supervisor Signature			
For Department Use Only			

