VILLANOVA UNIVERSITY
PAYROLL OFFICE
ADMINISTRATIVE TIME REPORT

****INSTRUCTIONS****

Please submit to Payroll by 11:00A.M. on Monday morning following the period ending date (see Admin. Schedule). LATE TIME REPORTS WILL BE PAID IN THE FOLLOWING PAY PERIOD. Please honor schedule – your employees deserve to be paid.

Enter hours worked (not to exceed 40 hours in any weekly period) or indicate excused and/or unexcused absences as follows:

(S) Sick **(V) Vacation** **(D) Death in Family**
(A) Absence **(P) Personal (without pay)** **(X) Regular Day Off**

Attach an Overtime Report for time worked in excess of 40 hours in any weekly period.

PERIOD ENDING DATE _____

DEPT. NAME _____

INDEX NUMBER: **ACCOUNT**

						-	7	2	3	4

ID #	NAME	M	T	W	T	F	S	S	M	T	W	T	F	S	S	TOTAL HOURS
																0.00
																0.00
																0.00
																0.00
																0.00
																0.00

BUDGET ADMINISTRATOR _____ **DATE** _____

(STAMPED SIGNATURE IS INVALID)

KWS: Admin Test Report – Rev. 12/02