

LOUISIANA TECH UNIVERSITY
TEMPORARY/PART-TIME ATTENDANCE REPORT

Name: _____ Department _____

CWID: _____ Pay Period _____

ATTENDANCE RECORD

(Mark only days NOT worked that you were scheduled to work)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT I HAVE WORKED MY NORMAL DAILY SCHEDULE. HOURS NOT WORKED ARE INDICATED ABOVE. I UNDERSTAND THAT ANY FALSIFICATION OF REPORTING HOURS WORKED MAY RESULT IN DISCIPLINARY ACTION BY THE UNIVERSITY AND MAY INCLUDE CRIMINAL CHARGES.

Signature (Graduate Asst)

Signature (Budget Unit Head)

Signature (Dean)

INSTRUCTIONS

1. Enter name, campus wide ID, department, month and year for the reporting period.
2. Please enter the actual numerical dates in the blanks to reflect the dates of the pay period.
3. Make entries in blocks only if you did NOT work a normal daily schedule.
4. Return attendance reports to the Office of Human Resources no later than the Wednesday following the end of a pay period

(print on yellow paper)

1/1/19