

MONTHLY/SEMIMONTHLY PAYROLL VERIFICATION
& LEAVE SUMMARY

| Pay Period | | Payroll ID | Payroll Number |
|------------|----|------------|----------------|
| From | To | | |
| | | | |

Time Sheet Organization:

| Name | Banner ID | Position No. | Emp Cls | Annual Leave Taken VAC | Sick Leave Taken SCK | Other Leave Hours Taken | | | |
|------|-----------|--------------|---------|------------------------|----------------------|-------------------------|--------------|----------|----------------|
| | | | | | | Funeral FNL | Military MIL | Jury JRY | Docked Pay DOC |
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Total Hours

Total Transactions

Hours Entered By:

Date

Reviewed By:

Date