



Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Dept. / CC: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

**FOR USE DURING CAMPUS SHUTDOWN DUE TO CORONAVIRUS PANDEMIC**

<b>Week 1</b>						
<b>Date</b>	<b>Pay Code</b>	<b>Start Time</b>	<b>Break OUT</b>	<b>Break IN</b>	<b>End Time</b>	<b>Total Hours</b>
4/25/20						
4/26/20						
4/27/20						
4/28/20						
4/29/20						
4/30/20						
5/1/20						

<b>Week 2</b>						
<b>Date</b>	<b>Pay Code</b>	<b>Start Time</b>	<b>Break OUT</b>	<b>Break IN</b>	<b>End Time</b>	<b>Total Hours</b>
5/2/20						
5/3/20						
5/4/20						
5/5/20						
5/6/20						
5/7/20						
5/8/20						

**Comments:**

\_\_\_\_\_

**Supervisor Name:**  
**(Please Print)** \_\_\_\_\_

**Supervisor**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_