



HOBART AND WILLIAM SMITH COLLEGES



Administrative Employee Time Report

Please submit this report by the 15th of the following month to Human Resources.

Name: _____ Dept: _____

Date: _____

To report absence, please use one of the following symbols in the appropriate box for the date of the month absent.

- S = Sick V = Vacation P = Personal Leave
- H = Holiday L = Leave of Absence D = Death in Family
- O = Other (seminars, etc.) *Please explain below.* A = Administrative Leave

For the month of _____, 2011. _____ I have not been absent or taken leave this month.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

To explain *Other*:

Employee Signature: _____
Date

Supervisor Signature: _____
Date