

COURT REPORTING SERVICES EMPLOYEE TIME RECORD

EMPLOYEE NAME:	PERIOD ENDING:															
ACTIVITY	DATES															
	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
Regular Hours Worked																
Holiday																
Vacation Time Taken																
Sick Leave																
Personal Days Taken																
Unpaid Leave																
Other Leave																

To be used in whole day or half day increments.

Comment(s):

	Vacation	Sick Leave	Personal Days	Other Leave
Balance forwarded from last report				
Days earned this period				
Days used this period				
New balance to be forwarded				

Employee Signature Date

Supervisor Signature Date

Completed time sheet must be submitted to the Supervisor within three business days after the end of the period.