*Regular Hours Timesheet (Non Sage, Non Overtime or Additional Hours)*

School/Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timesheet for Period Ending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*See Reason of Absence Codes Below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name** | **Days**  **Present** | **Days**  **Absent** | **Date of**  **Absence** | **\*Absence Code** | **Comments** |
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**I certify that this Timesheet is correct and that the absences listed have been approved through AESOP:**

Authorized Signature

**\*Absence Codes**

**A Death (Immediate)**

**B Funeral**

**C Sick**

**V Vacation**

**P Personal**

**See Sage Attendance Codes if not Specifically Listed**

Date