

Time Report

Name: _____

Pay Period: _____

Return By: _____

E#: _____

Pay ID: MN S1 SM (Circle One)

Timekeeping Location: _____

Title: _____

Department: _____

Position Number: _____

Annual, Sick and Hours Worked Only (Code NOT Required)

Code	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	Total
Annl																																
Sick																																
HW																																

Other Hours (Code Required)

Code	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	Total
CD																																
HR																																

Time Report Codes - MN and S1

- A – Annual
- AM – Annual leave (Medical Residents Only)
- B – Banked overtime
- C – Compensatory time taken
- E – Emergency closure
- D – Early Dismissal
- F – Bereavement leave (Funeral leave)
- H – Holiday (No data entry required)
- IB – Worked inclement weather banked
- IP – Worked inclement weather paid
- J – Jury duty
- K – Family medical leave
- L – Administrative Leave
- LM – Administrative leave (Medical Residents only)
- M – Military leave
- P – Paid overtime
- Q – Personal day taken (University School only)
- S – Sick leave
- SM – Sick leave (Medical Residents only)
- TR – University Business Travel (Faculty & Admin)
- U – Leave without pay
- W – Worked holiday (Faculty & Admin – Holidays worked)
- Y – Worked holiday taken

**Conversion Of Minutes To Tenths
for Calculating Hours Worked**

- .1 Hours 1 – 6 Minutes
- .2 Hours 7 – 12 Minutes
- .3 Hours 13 – 18 Minutes
- .4 Hours 19 – 24 Minutes
- .5 Hours 25 – 30 Minutes
- .6 Hours 31 – 36 Minutes
- .7 Hours 37 – 42 Minutes
- .8 Hours 43 – 48 Minutes
- .9 Hours 49 – 54 Minutes
- 1.0 Hours 55 – 60 Minutes

Time Report Codes - SM

- R – Student (RWSP)
- T – Temporary/Hourly
- V – Student (FWS)

Signature of Employee

Signature of Supervisor

Per Tennessee Code Annotated §8-50-801, compensatory or worked holiday hours must be taken prior to annual leave hours unless the annual leave balance is within 2 days of the maximum accrual rate for the employee. All compensatory and worked holiday balances as of April 30 will be paid in May each year.