

Kentucky Wesleyan College
BENEFIT TIME RECORD - ADMINISTRATIVE STAFF

 Name Department Month/Year

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

Please record a code(s) for each day of the month.

W - worked PTO – paid time off F - funeral/bereavement
 X - weekend H – holiday (includes birthday) J - jury duty

Benefit time records must be signed and submitted to Human Resources by the tenth of the following month.

By signing, the employee and supervisor certify that this record accurately represents the days worked by the employee at the direction of the supervisor.

 Employee signature

 Supervisor signature

Revised 01/2013

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