

**SDSC Timesheet**

Period Covered  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_  
(Please print)

Complete either the Absence/Overtime Log - OR - the No Exceptions to Report section.

**Absence / Overtime Log**

Date	Enter Number of Hours							Comp Time Earned	Overtime Pay Earned	Notes (if earning overtime, specify project)
	Sick Leave	Vacation	Comp Time Used	Jury Duty	Leave W/out Pay	Other Absence (Specify)				
Totals:										

**No Exceptions to Report**

\_\_\_\_\_ I certify that I have worked all required hours for this pay period, and have no exceptions to report.

**Signatures**

Employee Signature: \_\_\_\_\_

Return to Timekeeper by: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_