



Name: _____ Title/Location : _____

Reporting Period: Month _____ Year _____

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	PTO#	PTO Type	SUM Hours
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
Total									
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								
Total									

(Please email to Timekeeping or fax to (210) 783-8957 by 12 noon CST every Monday)

Employee Signature

Verified By

Date

Date

Leave Codes: A=Accident at work AH=Accident at home FD=Family Death H=Holiday J=Jury Duty LWOP= Leave w/o Pay
ML=Military Leave P=Personal PD=Prof. Develop. S=Sick V=Vacation

1. Sign In and Out Daily, including lunch.
2. Record total hours worked and SUM Total Hours.
3. Record any PTO (Personal Time Off) including sick, holiday, vacation, etc. Do not put hours as worked hours for PTO, record only hours for PTO, i.e. 8 Sick, 8 Holiday, or 8 Vacation.