

City of Monroe

Employee Daily Time Sheet Log Summary

Name: Type Name

Pay Roll Number: 000000

Starting Date: 00/00/00

Ending Date: 00/00/00

Enter hours worked: 0

Enter hours off: 0

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

Absence from duty reason **(All Leave Requests forms must have been submitted)**

- Annual
 FMLA
 Compensatory
 Authorized Leave without Pay
 Sick
 Injury
 Auxiliary
 Other-Explain Below
 Jury Duty
 Medical -- Other

Total hours off: 0

Non Regular Duty Worked **(All Overtime/Comp Time forms must have been submitted)**

Compensatory 0 Straight 1/1 0 Regular 1/1½ 0 Holiday 1/2½ 0 Call Out 4/1

Overtime 0 Regular 1/1½ 0 Holiday 1/2½

Total hours Worked: 0

Employee Name: Type Name

Date: 00/00/00

Employee Signature: _____