

WORK SCHEDULE - SALARY EXEMPT

Name:

Pay Period Ending:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

CODES: A - Absence without pay B - Bereavement D - Short Term Disability H - Holiday J - Jury Duty L - Leave of Absence P - Paid Time Off T - Travel (off campus work) W - Time Worked

Employee Signature: _____

Supervisor Signature: _____

***Note: Submit to payroll@collegeforcreativestudies.edu within 3 business days after the completion of the pay period.**