



# Time Sheet

Revised: August 15, 2018 / deqtimesheet2013 / fps

Pay Period Ending (Date):

|            |             |      |               |     |
|------------|-------------|------|---------------|-----|
| Last Name: | First Name: | EIN: | DEQ Agency #: | 480 |
|------------|-------------|------|---------------|-----|

| Time Code | Description        | Fund | Unit | App. Unit | Activity | Function | Program | Week 1 |    |    |    |    |    |    | Week 2       |    |    |    |    |    |      | Total Hours |      |              |
|-----------|--------------------|------|------|-----------|----------|----------|---------|--------|----|----|----|----|----|----|--------------|----|----|----|----|----|------|-------------|------|--------------|
|           |                    |      |      |           |          |          |         | Sa     | Su | Mo | Tu | We | Th | Fi | Total Week 1 | Sa | Su | Mo | Tu | We | Th   |             | Fi   | Total Week 2 |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      |             |      |              |
| A         | Annual Leave       |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    | 0.00 | 0.00        |      |              |
| S         | Sick Leave         |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| H         | Holiday Leave      |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| C         | Comp Time Taken    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| X         | Excess Hours Taken |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| OA        | Other: Admin       |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| OE        | Other: Funeral     |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| OJ        | Other: Jury        |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| OM        | Other: Military    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
| W         |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      | 0.00        | 0.00 |              |
|           |                    |      |      |           |          |          |         |        |    |    |    |    |    |    |              |    |    |    |    |    |      |             |      |              |