

# Time Report

Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Return By: \_\_\_\_\_

E#: \_\_\_\_\_

Pay ID: MN S1 SM (Check One)

Timekeeping Location: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Position Number: \_\_\_\_\_

## Annual, Sick and Hours Worked Only (Code NOT Required)

Code	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	Total
Annl																																
Sick																																
HW																																

## Other Hours (Code Required)

Code	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	Total
CD																																
HR																																

### Time Report Codes - MN and S1

A – Annual  
 AM – Annual leave (Medical Residents Only)  
 B – Banked overtime  
 C – Compensatory time taken  
 E – Emergency closure  
 D – Early Dismissal  
 F – Bereavement leave (Funeral leave)  
 H – Holiday (No data entry required)  
 IB – Worked inclement weather banked  
 IP – Worked inclement weather paid  
 J – Jury duty  
 K – Family medical leave  
 L – Administrative Leave  
 LM – Administrative leave (Medical Residents only)  
 M – Military leave  
 P – Paid overtime  
 Q – Personal day taken (University School only)  
 S – Sick leave  
 SM – Sick leave (Medical Residents only)  
 TR – University Business Travel (Faculty & Admin)  
 U – Leave without pay  
 W – Worked holiday (Faculty & Admin – Holidays worked)  
 Y – Worked holiday taken

### Conversion Of Minutes To Tenths for Calculating Hours Worked

.1 Hours 1 – 6 Minutes  
 .2 Hours 7 – 12 Minutes  
 .3 Hours 13 – 18 Minutes  
 .4 Hours 19 – 24 Minutes  
 .5 Hours 25 – 30 Minutes  
 .6 Hours 31 – 36 Minutes  
 .7 Hours 37 – 42 Minutes  
 .8 Hours 43 – 48 Minutes  
 .9 Hours 49 – 54 Minutes  
 1.0 Hours 55 – 60 Minutes

### Time Report Codes - SM

R – Student (RWSP)  
 T – Temporary/Hourly  
 V – Student (FWS)

*Route for Signatures in Dynamic Forms*

Signature of Employee

*Route for Signatures in Dynamic Forms*

Signature of Supervisor

Per Tennessee Code Annotated §8-50-801, compensatory or worked holiday hours must be taken prior to annual leave hours unless the annual leave balance is within 2 days of the maximum accrual rate for the employee. All compensatory and worked holiday balances as of April 30 will be paid in May each year.

- Fill out the form fields above with your information as needed to complete your time report.**
- Create a copy of this completed form on your device by either SAVING or PRINTING TO PDF.**
- Then click the link below to upload the PDF file you saved in step 2 and submit it in Dynamic Forms.**  
<https://www.etsu.edu/bf/redirects/timereportrouting-df.html>