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**THE UNIVERSITY OF MICHIGAN - PAYROLL OFFICE
SPONSORED RESEARCH - MONTHLY ATTENDANCE REPORT**

Employee ID: _____

Employee Record Number: _____

For Month Ending: _____

Employee Name: _____

Balances as of:

Department ID: _____

Department Name: _____

Effort %: _____

Vacation:	PTO:
Sick/OTB:	Extended 100%:
Family Care:	Extended 50%:

Unless there has been a change in your appointment during the month, your total hours should be:

"X" this box to NOT have excess sick time taken from the balance of your accumulated vacation time.

Rpt Code	Short Code	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31	Tot	
REG																																		

Return this time report to the payroll office by 10:00 am six workdays prior to payday.

Please see reverse side for instructions on Time Report Codes. Please use **BLACK** ballpoint pen for Payroll Scanning purposes.
 Enter fractional hours in decimal form on a tenth of an hour basis. (See conversion chart on reverse side). Overtime hours must be submitted on a special payment form.
 With respect to inventions made or discovered by me or copyrightable material produced by me in the course of the sponsored researchwork upon which I am employed, I agree that my rights shall be controlled by the terms of the University sponsored research contract or contracts under which I am employed & further agree to make such assignments of my rights as are required in the terms of the said contract or contracts.
 I authorize the following deductions from my paycheck as necessary for: vacation, sick or family care taken in excess of my balances; excused or unexcused absence detailed above; & reimbursement for military duty.

Employee Signature

Date

Project Director Signature

Phone

Print Name

**INSTRUCTIONS FOR MONTHLY ATTENDANCE REPORT
SPONSORED RESEARCH EXEMPT P&A AND PRIMARY**

For a new hire, transfer or when a preprinted form is not available, use a blank form and print the Paydate, Pay Period from and to date, Employee ID, Employee Record Number, Employee Name, Department ID, Department Name, Job Code and Job Name.

1. Enter regular hours worked on the line with REG as the time report code. Enter the Short Code(s) of the project(s) you worked on. A separate line is required for each unique time reporting code and short code combination.
2. Exception Time - Exception time includes Vacation, Sick Time, Holiday, Overtime and absence without pay among others. Enter the appropriate time reporting code on a blank line and the short code along with the exception hours in the appropriate days. Exception codes and descriptions appear below.
3. Scheduled Days Off - On days when you are not scheduled to work, leave those days blank except for recording holiday pay per SPG 201.26.

Overtime hours must be submitted to Payroll using the Special Payment Form.

EXCEPTION CODES/DESCRIPTIONS

BVA*	Borrowed Vacation (4)	JRD*	Jury Duty
EDU*	Educational Time	MIL*	Military (1)
ECA*	Emergency Closing Absent (2)	SEA*	Season Time Off
ECW	Emergency Closing Worked (3)	SEW	Season Time Worked
ETW	Excused Time - Without Pay	SCK*	Sick - Preventative (Appts.)
ESF*	Extended Sick - Full Pay	SCL*	Sick - Illness, Injury
ESH*	Extended Sick - Half Pay	SKF*	Sick - Family Care
FRL*	Funeral Time	UET	Unexcused Time - Without Pay
HOL*	Holiday	VAC*	Vacation
REG	Regular Hours Worked	HSB*	Holiday Substitution

* For these time reporting codes, enter the short code that represents the Sponsored Research Pool short code for sick/vacation and holiday which is 092100.

CONVERSION CHART - Minutes to Tenth of an hour basis

1. Additional documents required : see SPG 201.33
2. Absence during declared emergency closing
3. Time worked during declared emergency closing
4. Due to Christmas/New Year's closure

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

**FOR ATTENDANCE QUESTIONS, REFER TO THE "PAYROLL DEPARTMENT" LISTING
IN THE STAFF DIRECTORY FOR THE PROPER PHONE NUMBER.**