



**Time Reporting Document - Individual Time  
Manual Entry**

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

Employee ID: \_\_\_\_\_

Payroll Type: \_\_\_\_\_

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

Dates Worked From: \_\_\_\_\_

Business Unit: \_\_\_\_\_

To: \_\_\_\_\_

Date*	Pay Type	Hours	Account Number	Location Sub-Ledger	Lump Sum \$ Amount	Exception		
						Rate	Job Type	Job Step
<b>Total</b>		<b>0</b>			<b>Total</b>		<b>0.00</b>	

\*Date required for other than regular working hours

Employee Signature \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_