

# THE COLLEGE OF NEW JERSEY MONTHLY TIME REPORT

EMPLOYEE ID:  
 EMPLOYEE:  
 DEPARTMENT:  
 JOB CATEGORY:  
 MONTH:

EMPLID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

AVAILABLE LEAVE AS OF

Carried  
Over

Credited

Used

Balance

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE DATE

	Sick	Vacation	Energy Leave	Energy Holiday		Paid Leave Bank
1						
2						
3						
4						
5						
6						
7						
8						
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10						
11						
12						
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24						
25						
26						
27						
28						
29						
30						
31						
T						
O	0	0	0	0	0	0
T	1	1	1	1	1	1
A	2	2	2	2	2	2
L	3	3	3	3	3	3
	4	4	4	4	4	4
H	5	5	5	5	5	5
O	6	6	6	6	6	6
U	7	7	7	7	7	7
R	8	8	8	8	8	8
S	9	9	9	9	9	9