Loyola University Chicago
Payroll Manual Time Card

This time card is to be used only if the employee is not active in Kronos for the Pay Period specified.
Use ONE Payroll Manual Time Card for each pay period.
E-mail the signed, completed form to payroll@luc.edu

Employee Full/Legal Name: Employee #:

Department Name: Department #:

Position # (if known):   UVID:

Employee Type: Accounting Unit:

Pay Period Ending

Non-Exempt employees should record the Start and End times for each day worked. Exception hours (sick, vacation, personal, etc.) may be entered in whole hour amounts. Exempt employees should record the total hours worked each day. They do not need to record start and end times.

	Date	Pay Code	Hours	Start Time (e.g. 8:00 am)	End Time (e.g. 5:00 pm)	Lunch	Total Hours
Week 1							
Week 2							

Total Hours

Total Hours

Exception Hours

Grand Total

I hereby certify that the time and hours recorded on this time card accurately and fully identify all time that I have worked during the designated pay period. Overtime calculations may apply for hours worked in excess of 40 each week.

Employee Name (print):   Date:

Employee Name (sign):   Date:

Supervisor Name (print):   Date:

Suprvisor Name (sign):   Date: