

# 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](mailto:payroll@luc.edu)

Employee Full/Legal Name:

Employee #:

Department Name:

Department #:

Position # (if known):

UVID:

Employee Type:

Accounting Unit:

**Pay Period Ending**

[Click here to view the University  
Pay and Holiday Calendars](#)

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	
<b>Week 1</b>								
<b>Week 2</b>								
			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:

Supervisor Name (sign):

Date: