CENTRAL NEW MEXICO COMMUNITY COLLEGE TIMESHEET/LEAVE REGISTER

CNM
Central New Mexico Community College

Pay No	Pay Date	Pay Period	Position #	FTE	Employee Class

Earning Desc/Code/Hours															TOTAL

Leave Balances:

TOTAL HOURS	

INSTRUCTIONS / NOTES

PAY CODES			
	REG-REGULAR	SIC-SICK	SUP-SUPPLEMENTAL
	PER-PERSONAL	HOL-HOLIDAY	
	ANN-ANNUAL	OVT-OVERTIME	OTR-OVERTIME REGULAR
	LGL - LEGAL	SUB-SUBSTITUTE	

PAY CODE	COST ACCCOUNT	HOURS	RATE	EARNED AMOUNT

PAY CODES	HOURS BY CODE
REG	
HOL	
ANN	
SIC	
PER	
SUP	
OVT	
OTR	
LNP	
LGL	
SUB	

LNP-LEAVE NO PAY

I CERTIFY THE CORRECTNESS OF THE HOURS WORKED AND LEAVE HOURS TAKEN.

EMPLOYEE'S SIGNATURE

AUTHORIZED SUPERVISOR'S SIGNATURE

FINAL PAY? ☐ ___/___/___ SEPARATION DATE

(CHECK BOX IF THIS IS THE EMPLOYEE'S FINAL PAY IN YOUR DEPARTMENT)