

Dec. 19-21 Projected Hours Form For *Real-Time Employees



PROJECTED (ESTIMATED) HOURS FOR December 19-21 Return to your supervisor on or before Monday, Dec. 16

Your timecard for the pay period (Dec. 08-21) is due on Wed., Dec. 18 by midnight. Note that this deadline is BEFORE the actual end of the pay period (midnight on Saturday, Dec. 21). Your supervisor will need to enter in advance the hours that you plan to work and/or the leave that you plan to take for Dec. 19- 21. Fill out this form and return to your supervisor by Monday Dec. 16 so that they can enter the information on your behalf.

Continue using CalTime as usual between now and Dec. 18. Do not use CalTime from Dec. 19-21, because your timecard will have already been submitted by then.

I plan to work or take leave based on the hours below and wish to use the pay options indicated:

DATE	PAY CODE*	IN TIME	OUT TIME	IN TIME	OUT TIME	TOTAL HOURS	Friendly Name (if known)
Thurs., 12/19							
Fri., 12/20							
Sat., 12/21							

*Common Pay Codes			
REG	Regular Hours Worked	CTO	Comp-Time
VAC	Vacation Leave	SKL	Sick Leave
UBL	Union Business Leave		
LOP	Leave Without Pay		

Note: If your actual hours worked or leave taken differ from what you previously submitted on this form, an adjustment to your timecard and pay may need to be processed in January.

Employee ID _____

Employee's Name _____ (please print)

Employee's Signature _____ Date _____

RETURN THIS FORM TO YOUR SUPERVISOR ON OR BEFORE MONDAY DECEMBER 16, 2024

*Real-time employees record their in and out time on a daily basis and do not have the ability to edit their time recorded.