March. 21-23 Projected Hours Form  
For *Real-Time Employees

PROJECTED (ESTIMATED) HOURS FOR March 21-23  
Return to your supervisor on or before Monday, March. 18

Your timecard for the pay period (March. 10-23) is due on Wed., March. 20 by midnight. Note that this deadline is BEFORE the actual end of the pay period (midnight on Saturday, March 23). 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 March. 21-23. Fill out this form and return to your supervisor by Monday, Mar. 18 so that he or she can enter the information on your behalf.

Continue using CalTime as usual between now and March 20. Do not use CalTime from March 21-23.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAY CODE*</th>
<th>IN TIME</th>
<th>OUT TIME</th>
<th>IN TIME</th>
<th>OUT TIME</th>
<th>TOTAL HOURS</th>
<th>Friendly Name (if known)</th>
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</thead>
<tbody>
<tr>
<td>Thurs, 03/21</td>
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<td>Fri, 03/22</td>
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<td>Sat, 03/23</td>
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</tbody>
</table>

*Common Pay Codes
- Regular Hours Worked
- Comp-Time
- Vacation Leave
- Sick Leave
- Union Business Leave
- 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 on your next regular pay cycle.

Employee ID ________________________________________

Employee’s Name ___________________________________ (please print)

Employee’s Signature ________________________________ Date ________

RETURN THIS FORM TO YOUR SUPERVISOR ON OR BEFORE MONDAY, MARCH 18, 2019

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