**October 2015**

**Manhattanville College**
**Administrative Timesheet**

**Name __________________________**  
**Employee ID # _____________________**

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Please indicate on the corresponding day(s) the type of day taken using the key below:

- **X** = Worked  
- **S** = Sick Day  
- **J** = Jury Duty  
- **B** = Bereavement  
- **V** = Vacation Day  
- **P** = Personal Day*  
- **H** = Holiday

*(Maximum of 3 per year, deducted from your accrued sick time)*

Time sheets are due to Human Resources within the first week following the close of the month. Your cooperation is appreciated. Please contact Stephanie Carcano in H.R. (X5138) if you have any questions.

__________________________  
Employee’s Signature and Date

__________________________  
Supervisor’s Signature and Date