

Timesheet for Hourly (Non-exempt) Employees

Employee Name: _____
(Print)

Record Time You Were Unable to Clock				
DATE	TIME IN	MEAL BREAK OUT	MEAL BREAK IN	TIME OUT

Record Time if You Completed Some of Your UCLC Training Remotely*				
DATE	TIME IN	TIME OUT	TIME IN	TIME OUT

*If applicable. Department leadership are able to validate your time logged in the UC Learning Center.

By signing below, I hereby attest that the time recorded on this timesheet is true and accurate to the best of my knowledge. After signing, provide this document to your department leadership or their designee who will add the hours to our timekeeping system, Ecotime.

Employee Name (Signature)

Date