



Loyola University Chicago

Payroll Manual Time Card

Preparing people to lead extraordinary lives

This time card is to be used only if the employee is not active in Kronos for the Pay Period specified. Use ONE Payroll Manual Time Card for each pay period.

E-mail the signed, completed form to kronoshelpdesk@luc.edu

Employee Full/Legal Name: _____ Employee #: _____

Department Name: _____ Department #: _____

Position # (if known): _____ UVID: _____

Employee Type: _____ Accounting Unit: _____

Pay Period Ending _____

[Click here to view the University Pay and Holiday Calendars](#)

	Date	Pay Code	Start Time	End Time	Lunch	Total Hours
Week 1						
Week 2						
Grand Total						

I hereby certify that the time and hours recorded on this time card accurately and fully identify all time that I have worked during the designated pay period. Overtime calculations may apply for hours worked in excess of 40 each week.

Employee Name (print): _____ Date: _____

Employee Name (sign): _____ Date: _____

Supervisor Name (print): _____ Date: _____

Supervisor Name (sign): _____ Date: _____