



# 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 [payroll@luc.edu](mailto:payroll@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
<b>Week 1</b>						
<b>Week 2</b>						
<b>Grand Total</b>						

*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: \_\_\_\_\_