Department Name #000000
Time Reporting Approval Sheet

Pay Period:

Name	# Regular Hours	# Annual Leave Hrs.	List Dates	# Sick Leave Hrs.	List Dates	# Other Leave Hrs.	List Dates	Leave Request Approved & Submitted Y/N

*GW Holidays are auto generated and do not need to be listed on this sheet

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Approved: Name

Other: Jury Duty, Family leave, Birthday leave, Bereavement leave, Leave without Pay