



# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### PAYROLL

**Section: 395-4.1**

Effective: 07/01/1997

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### EXHIBIT D

**UCSD PAYROLL/PERSONNEL SYSTEM  
TIMEKEEPER DATA FORM**

Employee Name 1 Employee No. 2  
 Timekeeper Code 3 Date Prepared 4  
**LEAVE BENEFIT INFORMATION:** L.A.S.R. for Month Ending 5  
 mo. yr.

	PREVIOUS EMPLOYMENT BALANCE ON L.A.S.R.	CURRENT EMPLOYMENT CORRECTED BALANCE
VACATION	<u>6</u>	<u>9</u>
SICK	<u>7</u>	<u>10</u>
COMP. TIME	<u>8</u>	<u>11</u>

Reason:  New hire     Rehire     Timekeeper Change  
 Balance Change (must attach current LASR)  
 Intercampus Transfer    Other  
**12** Comment \_\_\_\_\_

Timekeeper Signature: \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

PO-2122 ( REV 8/91 )