


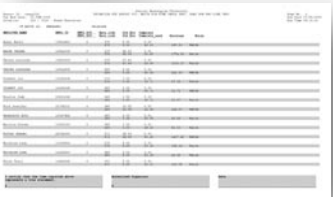
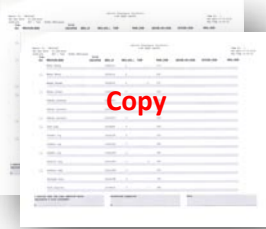
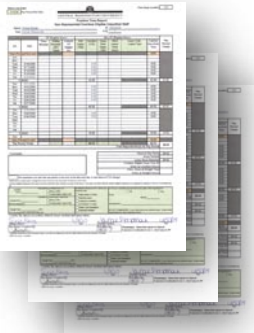


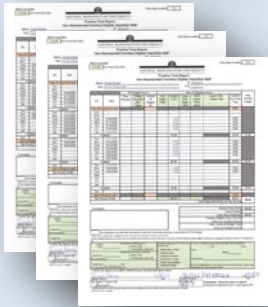
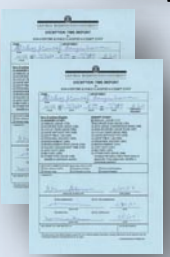
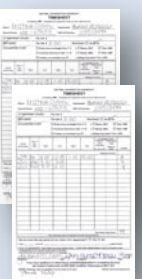


Positive Time Report Documentation

What to Keep and What to Send

Keep	Send to Payroll <i>Keep one pay cycle, then send</i>	Request Rapid Time Entry from Payroll <i>Special Request ONLY</i>
 <p>Timesheet Report <i>Original with signatures</i></p>  <p>Leave Slips</p>  <p>Hourly/Student Timesheets</p>  <p>Reconcile Report</p>	 <p>Timesheet Report Copy- Mark PTR boxes, for everyone with a PTR sheet</p>  <p>Positive Time Reports</p>	 <p>RTE Payroll Request <i>(Please print on yellow, and place on top)</i></p>  <p>Timesheet Report</p>  <p>Positive Time Reports <i>OT eligible Civil Service</i></p>  <p>Leave Slips for Exempt & CS who don't use PTR</p>  <p>Hourly & Student Timesheets</p>