

Employee Work Record Example: Monthly ^[1]

If your department doesn't use electronic timekeeping systems, can use this template to have your employees track worked hours and leave time.

Submit this form to your department contact, not Employee Services.

Attachments:

[Monthly Employee Work Record](#) ^[2]

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/employee-work-record-example-monthly>

Links

[1] <https://www.cu.edu/employee-services/employee-work-record-example-monthly>

[2] <https://www.cu.edu/doc/monthly-employee-work-record.xls>