## Quick Reference Card

Use this QRC to navigate and complete the electronic Biweekly Timecard

### Pay Period

**Record hours worked here**

### Personnel Activity Report: Biweekly Paid Non-Exempt Employees

<table>
<thead>
<tr>
<th>NAME</th>
<th>PUID</th>
<th>PERNR</th>
<th>ORG UNIT</th>
<th>PAY PERIOD BEGIN-END DATE</th>
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<tbody>
<tr>
<td>Purdue, Pete</td>
<td></td>
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| WORKED REGULAR ATTENDANCE | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Week Total | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Week Total | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Week Total |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|------------|
|                           | 40  | 8   | 8   | 8   | 8   | 8   | 8   | 40         | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 40         | 8   | 8   | 8   | 8   | 8   | 8   | 8   | 40         |

**Vacation**

- Jan
- Aug

**Sick Leave - Family**

- Sep
- Dec

**Holiday**

- Nov

**Over Time**

- Jan

**TR - Training Attendance**

- Apr

**ST - Sick Time**

- Oct

**Overtime**

- Dec

**PUR - FMLA for Personal Use**

- Feb

**PMP - FMLA for Parental Use**

- March

**PMPB - FMLA for Personal Use**

- April

**Other**

- May

**Other**

- June

**Other**

- July

**Other**

- Aug

**Other**

- Sept

**Other**

- Oct

**Other**

- Nov

**Other**

- Dec

**TOTAL**

- 80

### Grand Total: All Attendance/Absence Reports

- 80

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**Effort Distribution Ontttype: 0027**

<table>
<thead>
<tr>
<th>Company Code</th>
<th>Cost Center</th>
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<th>Percent</th>
<th>Fund</th>
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</tbody>
</table>

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I, the undersigned employee, certify that all hours worked are reflected on this time card are correct, and no other unauthorized or unreported hours were worked. I, the undersigned supervisor, certify both that the hours reported are accurate and complete, and the distribution of effort for the period is reasonable.

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**Employee Signature**

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**Supervisor Signature**

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**Supervisors:** Please send completed form to your departmental Time Administrator

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Last update 1/31/2011
**Codes in Drop Down Boxes**

**Attendance Type Codes**
- BV - Bereavement
- TR - Training Attendance Hours-Regular Work
- A2 - Attendance Override For Occasional 2nd Shift
- A3 - Attendance Override For Occasional 3rd Shift
- OT2 - Overtime Override For Occasional 2nd Shift
- OT3 - Overtime Override For Occasional 3rd Shift
- TROT - Training - Overtime
- PUSH - Urgent Care Exempt Physician Call
- FN - Fireman Inside Overtime -2950 Denominator
- FO - Fireman Outside Overtime - 2080 Denominator
- CB - Call Back Premium Pay
- FMH - FMLA Using Paid Holiday
- FMPB - FMLA Using Personal Business Day
- FMPH - FMLA Using Personal Holiday
- FMPL - FMLA Using paid Parental Leave
- FMSE - FMLA Using Sick Leave - Employee
- FMSF - FMLA Using Sick Leave - Family
- FMV - FMLA Using Vacation
- MIPD - Military Paid Leave
- OL - Other Leave
- PBD - Personal Business Day
- PH - Personal Holiday
- PPL - Paid Parental Leave
- WC - Workers Compensation
- SPA2 - Companion/Supplemental 2nd Shift Premium- Rarely Used
- SPA3 - Companion/Supplemental 3rd Shift Premium- Rarely Used

**UNPAID Absence Type Codes**
- ABUP - Approved Unpaid Time Off
- FMUP - FMLA Unpaid Approved
- MALU - Mutually Acceptable Unpaid Leave Hours
- MIUP - Military Unpaid Leave Hours
- UN - Unapproved Absences Unpaid - No Show