

## Postdoctoral Scholar Monthly Time Sheet

Postdoctoral Scholars: Please submit this form to your department by the first working day of each month to report personal and sick leave days during the prior month.

Date

Pay Period Month & Year

Postdoctoral Scholar Name

UID

Faculty Mentor Name

	Dates	Number of Days
Personal Days (for the month)		
Sick Leave Days (for the month)		

Comments

Postdoctoral Scholar Signature

Date

Faculty Mentor Signature

Date

### For Departmental Use

Personal Time Off Balance

Sick Leave Balance

Date Received by HR Office