Key for Exempt Effort/Leave Report for Bi-Weekly Payroll

The report is filled out in ink, signed by the employee in ink, and approved by the appropriate supervisor. The original time report is forwarded to Payroll for payment.

The hours of leave taken are shown on the days on which the leave hours are taken. Minutes are shown as the decimal equivalent of an hour.

Leave Without Pay (Earnings code 651) must be taken in whole days.

The time that applies to an earnings or leave code is shown on the same line as that earnings/leave code.

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---

**EXEMPT EFFORT/LEAVE REPORT FOR BI-WEEKLY PAYROLL UNIVERSITY OF ALASKA**

<table>
<thead>
<tr>
<th>PAY NO</th>
<th>PAYPERIOD ENDING DATE</th>
<th>EMPLOYEE NAME (LAST, FIRST, MID.)</th>
<th>EMPLOYEE ID</th>
<th>TK LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>2/12/2000</td>
<td>Name, Employee</td>
<td>30000000</td>
<td>T777</td>
</tr>
</tbody>
</table>

**REPORTABLE LEAVE USAGE**

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>TOTAL HOURS</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARN CODE 651</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERCENT OF EFFORT**

Complete section below if the reportable percent of effort (excludes reportable leave claimed above and faculty time-off) for the current period differs significantly from the budgeted percent of effort below when considered in conjunction with other reporting periods.

**OVERRIDE LABOR DISTRIBUTION**

---

**ECLS**

- **Employee Name**
- **Principal Investigator**

**EC**

- **Employee ID**
- **Supervisor**

**REPORTABLE PERCENT OF EFFORT**

- **Budgeted percent of effort**
- **Fund**
- **Org**
- **Acct**
- **Prog**
- **Actv**
- **Pcn**
- **Suf**

---

**Percent of Effort**

- Must total 100% for each PCN

**Original: Regional Payroll**

---

1. **PAY NO** - Run number (LD Labor Distribution number)
2. **PAYPERIOD ENDING DATE** - Last date of the pay period
3. **EMPLOYEE NAME** - Name of employee (Last, First, Mid)
4. **EMPLOYEE ID** - Employee’s identification number
5. **TK LOCATION** - Cost Center location for assignment
6. **LEAVE EARN CODE** - Earnings code for reportable leave taken
7. **TOTAL HOURS** - Total hours for the indicated reportable leave earnings code
8. **Detail of leave hours to be paid by day and earnings code
9. **OVERRIDE LABOR DISTRIBUTION** - Indicates to Payroll if default labor charges are to be overridden
10. **ECLS** - Employee class for assignment
11. **EC** - Earnings code (default: regular work earnings code for ECLS)
12. **REPORTABLE PERCENT OF EFFORT** - Percentage of non-leave pay to be charged to the labor account if significantly different from Budgeted percent of effort when considered in conjunction with other reporting periods
13. **BUDGETED PERCENT OF EFFORT** - Percentage of non-leave pay to be charged to the labor account
14. **FUND**
15. **ORG**
16. **ACCT**
17. **PROG**
18. **ACTV**
19. **PCN**
20. **SUF** - Suffix number for assignment

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The above signatures certify that the reportable leave usage claimed is true and correct, and the percentage of effort distribution is equitable when considered in conjunction with other reporting periods.