



# MCtime Manual Time Tracking Form

To be used when hours cannot be recorded in MCtime

Use additional page if more lines are needed.

Last Name	First Name	Employee ID*	Department Name/Number	Pay Period Start	Pay Period End
<b>Reason for Using this Form:</b>					

\*Not applicable for new hires.

### Enter Dates for Week 1

Pay Code	Cost Center/Project/Task-Exp Org*	Reason Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		<b>Total</b>								

### Enter Dates for Week 2

Pay Code	Cost Center/Project/Task-Exp Org*	Reason Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		<b>Total</b>								

\* Project/Tasks require an expenditure org

Employee Approval Signature: \_\_\_\_\_ Manager Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Actions Performed By: \_\_\_\_\_ Date: \_\_\_\_\_