Administrative Office of the Courts
Operations Division

Parental Leave Timesheet Example

Below is an example of how your timesheet should look like when correctly coding your timesheet for Admin Parental Leave. If you have further questions about your timesheet, please contact Payroll at 410-260-1735.

From 09/18/2019 to 09/24/2019 ?

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Project ID	Activity ID
💬	Wed	9/18	Approved						00 FMTAK - FMLA Take ▼	8.00	8.00	🔍	🔍
			Approved						PRADM - Admin Parental Leave	8.00	0.00		
💬	Thu	9/19	Approved						00 FMTAK - FMLA Take ▼	8.00	8.00	🔍	🔍
			Approved						PRADM - Admin Parental Leave	8.00	0.00		
💬	Fri	9/20	Approved						00 FMTAK - FMLA Take ▼	8.00	8.00	🔍	🔍
			Approved						PRADM - Admin Parental Leave	8.00	0.00		
💬	Sat	9/21	New						▼		8.00	🔍	🔍
💬	Sun	9/22	New						▼		8.00	🔍	🔍
💬	Mon	9/23	Approved						00 FMTAK - FMLA Take ▼	8.00	8.00	🔍	🔍
			Approved						PRADM - Admin Parental Leave	8.00	0.00		
💬	Tue	9/24	Approved						00 FMTAK - FMLA Take ▼	8.00	8.00	🔍	🔍
			Approved						PRADM - Admin Parental Leave	8.00	0.00		

[Save for Later]   [Submit]   [Clear]

Absence | Summary | Leave / Compensatory Time | Exceptions

Absence Events ?   Personalize | ⤢

Absence Take | Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
☐	09/18/2019	09/20/2019	Admin Parental Leave	24.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	☐	Forecast	Edit
☐	09/23/2019	09/24/2019	Admin Parental Leave	16.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	☐	Forecast	Edit

[Add Absence Event]