

## **Completing Your Last Time Sheet**

Please follow the instructions below to complete your last time sheet.

Leave cannot be used in the final pay period to extend the separation date.

duty day and non-exempt employees record actual hours worked.

If your last day of employment occurs before the pay period ends, please refer to the chart below for directions.

Indicate your last day on payroll in the remarks section of the time sheet.

Approve your time sheet.

**Employee**

**Leave Code**

**Leave hours**