

Gettysburg College

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Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	Comments
Sat	12/29/07		0.00									0	
Sun	12/30/07		0.00									0	
Special Index	Mon 12/31/07		0.00	8:00AM	12:00PM	CHW						4	
Special	Tue 01/01/08		0.00	8:00PM	11:30PM							3.5	
	Wed 01/02/08		0.00									0	
	Thu 01/03/08		0.00									0	
	Fri 01/04/08		0.00									0	
Week 1 Subtotal				7.5	Hours Remaining		32.5						
Day	Date	*Special*	Meal	In	Out	In	Out	In	Out	In	Out	Hours	Comments
Sat	01/05/08		0.00									0	
Sun	01/06/08		0.00									0	
Mon	01/07/08		0.00									0	
Tue	01/08/08		0.00									0	
Wed	01/09/08		0.00									0	
Thu	01/10/08		0.00									0	
Fri	01/11/08		0.00									0	
Week 2 Subtotal				0	Hours Remaining		40						
Total				7.5	Total Remaining		72.5						

User Status: Approved Unapproved

Supervisor Status: Approved Unapproved

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12/31/07 is an example of how to enter hours if you are *required* to work the holiday.

1/1/08 is an example of how you enter hours if you work the holiday but are *not* required to work by your supervisor.