## EXCEPTION TIME REPORT

This form is used to report any absences for employees assigned to Academic and Classified service positions designated as salaried.

**Location:** Trade-Tech  
**Department:** FUN HOUSE CLUB  
**SUPERVISOR:** MICKEY MOUSE

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### Exceptions:

Indicate Time Code and the specific "From" and "To" time you were absent from work. SAP system will calculate hours.

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Monday Code</th>
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### Special Pay Codes

- **CW:** Comp Time Worked
- **PT:** Paid Tardy-Unit 1 Only
- **CT:** Comp Time Taken
- **AP:** Annual Physical Paid
- **B:** Bereavement Paid
- **C:** Casual Absence Paid
- **I:** Illness Paid
- **IA:** Industrial Accident Paid
- **J:** Jury Duty Paid
- **PN:** Personal Necessity Paid
- **S:** Subpoena Paid
- **T:** Tardy / Absent Without Leave Unpaid
- **U:** Authorized Unpaid Absence
- **V:** Vacation
- **W:** Worked related/Misc/conference
- **P:** Pal day

**Revised LATTC TA-4A 8/05**