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## **Employee Work Record Example: Monthly** <sup>[1]</sup>

If your department doesn't use electronic timekeeping systems, can use this template to have your employees track worked hours and leave time.

**Submit this form to your department contact, not Employee Services.**

### **Attachments:**

[Monthly Employee Work Record](#) <sup>[2]</sup>

### **Groups audience:**

Employee Services

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**Source URL:**<https://www.cu.edu/employee-services/employee-work-record-example-monthly>

### **Links**

[1] <https://www.cu.edu/employee-services/employee-work-record-example-monthly>

[2] <https://www.cu.edu/doc/monthly-employee-work-record.xls>