



UCSD PAYROLL/PERSONNEL SYSTEM  
**TIMEKEEPER DATA FORM**

Employee Name \_\_\_\_\_ Employee No. \_\_\_\_\_

Timekeeper Code \_\_\_\_\_ Date Prepared \_\_\_\_\_

L.A.S.R. for month Ending \_\_\_\_\_ / \_\_\_\_\_  
mo yr

**LEAVE BENEFIT INFORMATION:**

PREVIOUS EMPLOYMENT  
BALANCE ON L.A.S.R.

CURRENT EMPLOYMENT  
CORRECTED BALANCE

Vacation \_\_\_\_\_

\_\_\_\_\_

Sick \_\_\_\_\_

\_\_\_\_\_

Comp Time \_\_\_\_\_

\_\_\_\_\_

**Reason:**

New Hire

Rehire

Timekeeper Change

Balance Change **(must attach current LASR w/ annotated changes)**

Intercampus Transfer

Other (Please explain)

**Comment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Timekeeper Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone No.