

TIME OWING RECORD

NAME: _ DEPARTMENT/UNIT:

Date	Reason Accrued	Exact start time of TOIL	Exact finish time of TOIL	Total amount Accrued (e.g. 2 hours)	Total amount Claimed back (e.g. 1 hour)	Balance	Employee's signature	Authorised by

SAMPLE - DO NOT USE

Examples of Reasons for accruing/claiming TOIL: vacancy, sickness absence, maternity leave, training, medical appointment