

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Period Beginning: \_\_\_\_\_

Last 4 Digits of SSN# \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Period Ending: \_\_\_\_\_

Date	Time		Time		Paid Hours						Cost Allocation codes (see p. 2)			
	In	Out	In	Out	Reg	Ovt	Vac	Sic	Hol	Oth	Fund	Location	Cost Ctr	
<b>BIWEEKLY TOTAL</b>					-	-	-	-	-	-	-			

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## COST ALLOCATION CODES

### FUND (PROGRAM) CODES

01 - Community Health Center (Main Program)  
Chip Outreach  
Rapid HIV  
Family Planning STI  
DIME  
MIME  
BCCP  
DPCP  
Bolton-Edwards School-Based  
Jim Hill School-Based  
Isable School-Based  
Van Winkle School-Based  
03 - Homeless  
20 - MSDH - WIC  
25 - MQHC  
41 - Healthy Start  
42 - Behavioral Healthy Start  
43 - PMI  
60 - Medical Mall  
80 - Alex Waites Elderly Housing

### LOCATION CODES

01 - Main Office  
04 - South Jackson  
05 - Homeless  
06 - Utica  
08 - Tougaloo  
09 - Mobile Unit 2  
10 - Copiah  
11 - Terry High School  
15 - Utica School  
16 - Van Winkle School  
17 - Bolton Edwards School  
18 - Isable School  
19 - Jim Hill School  
20 - Mobile Unit - Dental  
21 - Mobile Unit 3  
22 - Woodrow Wilson  
23 - Byram Middle School  
24 - Old South  
25 - Vicksburg Warren  
26 - Schoolbase Pecan Park  
27 - Commonwealth Apartments  
28 - The Village Apartments  
29 - Gary Road Elementary  
31 - Gary Road Intermediate  
32 - Carver Middle School  
33 - Raymond High School  
40 - Edwards  
60 - Jackson Medical Mall  
65 - CMMC  
80 - Alex Waites

### COST CENTER CODES

01 - Pediatrics  
02 - Adult Medicine  
03 - OB/GYN  
04 - Family Medicine  
05 - Laboratory  
06 - X-Ray/EKG  
07 - Pharmacy  
08 - Dental  
09 - Optometry  
10 - Community Services  
11 - Social Services  
12 - Transportation  
13 - Administration  
14 - Facility  
15 - Patient Records  
17 - Maintenance  
18 - WIC  
20 - Strong Start  
21 - Outreach  
22 - Cardiology  
23 - School-Based  
25 - Tougaloo - MQHC  
26 - Psychiatry/Behavioral Health  
27 - Preventive Health  
28 - Podiatry  
29 - Physical Therapy  
32 - Fast Track (Family Medicine)  
80 - Alex Waites