

Institute of the Environment & Sustainability
BI-WEEKLY TIMESHEET

Pay Period: ____/____/____ through ____/____/____

NAME: _____

DEPARTMENT: _____

EMPLOYEE NUMBER: _____

RECEIVED: _____

TITLE: _____

TITLE CODE: _____

ROSTER: Y N

Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
1																	
	Code																
Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
2																	
	Code																
Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
3																	
	Code																

Adjustment to previous payperiod YES NO through _____

Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
1																	
	Code																
Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
2																	
	Code																
Account/CC/Fund # & Name	Hrs	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL	
3																	
	Code																

Employee Signature: _____	Date _____
Supervisor Signature: _____	Date _____
Supervisor Signature: _____	Date _____
Payroll: _____	Date _____

# Hours to Other Department(s)	
Dept: _____	Hours: _____
Dept: _____	Hours: _____
TOTAL: _____	

Absence and Overtime Codes

V: Vacation	OT: Overtime	JD: Jury Duty
S: Sick	CTE: Comp Time Earned	EL: Educational Leave
H: Holiday	CTT: Comp Time Taken	LWOP: Leave Without Pay

- Timesheets are due the Monday after the pay period ends.