

Lebanon Valley College

Support Staff Hourly Time Card Bi-weekly Pay Period: _____ to _____

Time sheet must be completed in ink and is due in the Payroll Office by noon on the Monday following the 2nd week worked.

S	M	T	W	TH	F	S	REG	OT	
									V = Vacation
									H = Holiday
									S = Sick
									F = Funeral
									X = Unpaid
									P = Personal

TOTAL HOURS TO BE PAID	Reg.	OT

Date Employee Signature Date Supervisor's Signature

Signatures of both employee and supervisor certify that hours are correctly reported.

If employee is attending class during his/her normally scheduled work time, the following policy must be observed: By satisfactory arrangement of the work schedule (including rescheduling of lost hours), and approval of the Dean of the College, staff employees may attend regular day and summer classes. Attendance at day classes is limited to **one** course per semester. If applicable to this employee, all hours reported above include time worked to replace lost hours due to class attendance.

Supervisor's Signature _____

10/04

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