



**CITY OF KENAI**  
**BI-WEEKLY TIME SHEET**

Pay Period Ending \_\_\_\_\_  
 Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Position \_\_\_\_\_  
 Employee ID# \_\_\_\_\_

DESCRIPTION	FIRST WEEK								SECOND WEEK								GRAND TOTAL	CODE	PAYROLL USE ONLY	
	M	T	W	T	F	S	S	TOTAL	M	T	W	T	F	S	S	TOTAL				
Salaried/Exempt Hours Worked																			1-01	
Regular/Temp Hours Worked																			1-02	
Leave Used																			3-01	
Holiday Hours																			7-	
Overtime 1.5 Worked																			2-01	
Overtime 2.0 Worked																			2-02	
Overtime 2.5 Worked																			2-03	
FLSA OT																			11-00	
Shift Differential 2%(Shift Starting after 2:00 p.m./before 6:00 p.m.)																			5-01	
Shift Differential 4%(Shift Starting after 6:00 p.m./before 3:00 a.m.)																			5-02	
Other Pay																			8-	
FMLA																			3-03	
Military Leave																			3-06	
Workers' Comp																			3-05	
LWOP																			3-04	
Jury Duty																			3-07	
Notes/Calculations:																				

**DISTRIBUTION ONLY**

DEPARTMENT / PROJECT	FIRST WEEK								SECOND WEEK								GRAND TOTAL	CODE	PAYROLL USE ONLY	
	M	T	W	T	F	S	S	TOTAL	M	T	W	T	F	S	S	TOTAL				

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_