



# BiWeekly Payroll Time Sheet

\_\_\_\_\_  
Employee Signature  
Signature certifies that the times shown on this sheet are correct.

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

Department: \_\_\_\_\_

Employee Name: _____							Pay Period				
Employee ID#: _____							From: _____	To: _____			
Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Leave Hours	Sick Leave Hours	Other*	Total Hours	
Sun											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
<b>SHADED AREAS ARE FOR DEPARTMENTAL USE ONLY</b>						<b>Total</b>					
						<b>Weekly Totals:</b>	Code/Hrs 130 ____ 131 ____ * ____ Total ____	Code hrs 170 ____	Code/Hrs 180 ____	Code/Hrs ____	<b>Total</b> ____
Sun											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
* 21 - Part-time Non-student      160 - Additional Pay * 025 - Student Wages                170 - Annual Leave * 026 - Regular Biweekly pay        180 - Sick Leave * 027 - College Workstudy-AU        195 - Funeral Leave * 028 - College Workstudy-AUM      190 - Military Leave 067 - On-the-job Injury                199 - Jury/Court Leave 130 - Overtime Pay @ 1.0            420 - Unpaid Leave 131 - Overtime Pay @ 1.5            600 - Salary Continuation  *use appropriate code						<b>Total</b>					
						<b>Weekly Totals:</b>	Code/Hrs 130 ____ 131 ____ * ____ Total ____	Code hrs 170 ____	Code/Hrs 180 ____	Code/Hrs ____	<b>Total</b> ____
						<b>Bi-weekly Totals:</b>	Code/Hrs 130 ____ 131 ____ * ____ Total ____	Code hrs 170 ____	Code/Hrs 180 ____	Code/Hrs ____	<b>Total</b> ____

+Funeral Leave, Jury Duty, Leave Without Pay, Military Leave, etc.