

Bi-Weekly Timesheet for Non-Exempt Employees

Name: _____ Pay Period _____ To _____

DAY OF WEEK	DATE	REG	OT	CB	OC	SICK	VAC	HOL	OTHER	COMMENTS
SUN										
MON										
TUES										
WED										
THURS										
FRI										
SAT										
SUN										
MON										
TUES										
WED										
THUR										
FRI										
SAT										
TOTAL HOURS										

REG=Regular Time **OT**=Overtime **CB**=Call Back **OC**=On Call **SICK**=Sick Leave **VAC**=Vacation Leave
HOL=Holiday Hours **OTHER**=Civil Leave, Emergency Leave, etc (please specify).

All Overtime Hours must be fully explained. NOTE: Only those hours NOT claimed in the Call-Back hours should be reported (those in excess of 1 hour on a Call-Back). Specify the hours, from and to, and the nature of work accomplished. Please mark an "X" in On Call column for each day you were on-call during the pay period.

If you used Comp Time, please record this on Comp Time Tracking System Form and **record actual number of hours being paid for under 'Regular Hours'**. Explanations may be provided in the last column of this form.

EMPLOYEE SIGNATURE: _____ DATE: ____/____/____

SUPERVISOR SIGNATURE: _____ DATE: ____/____/____

Human Resources/Payroll Use ONLY

REGULAR	OVERTIME	CALL BACK	SICK	VACATION	OTHER	TOTAL HRS