

# Washington University

## BIWEEKLY TIMESHEET

**NAME:** \_\_\_\_\_  
**SS#:** \_\_\_\_\_  
**EMPLID#:** \_\_\_\_\_  
**Pay Period End Date:** \_\_\_\_\_

*Tenths of Hours:*      5 min. = .1      35 min. = .6  
                                  10 min. = .2      40 min. = .7  
                                  15 min. = .3      45 min. = .8  
                                  20 min. = .3      50 min. = .8  
                                  25 min. = .4      55 min. = .9  
                                  30 min. = .5

	<u>TIME IN</u>	<u>TIME OUT</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>TOTAL HOURS WORKED</u>	<u>OTHER HOURS</u>	<u>OTHER HOURS CODE</u>
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<i>FROM</i> _____	<i>TO</i> _____			Total Hours Week 1 _____			

SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<i>FROM</i> _____	<i>TO</i> _____			Total Hours Week 2 _____			

OTHER HOURS CODES	
F	Funeral <i>(state relationship)</i>
H	Holiday
I	Injury on the Job
J	Jury Duty <i>(need documentation)</i>
M	Military Leave
S	Sickness
V	Vacation

FUND NUMBERS:

SIGNATURES VERIFY THAT THIS RECORD IS ACCURATE AND COMPLETE
EMPLOYEE SIGNATURE & DATE
SUPERVISOR APPROVAL & DATE

HOURS SUMMARY
<b><u>TOTAL HOURS FOR PAY PERIOD</u></b> _____ <i>(Worked &amp; Other)</i>