



BIWEEKLY TIME SHEET

Instructions for completing the time sheet are on the back.

Name _____ Employee No. _____ Department No. _____

(Please Print)

Supervisor's Name _____ Pay Period _____ to _____
(Sunday) (Saturday) (Year)

	1. DATE	HOURS WORKED		HOURS PAID NOT WORKED							HOURS NOT PAID NOT WORKED						18. OCCASIONS	APPROVED UNPAID LEAVES OF ABSENCE				
		2. REGULAR	3. OVERTIME	4. VACATION	5. SICK/PERSONAL	6. HOLIDAY	7. JURY	8. BEREAVEMENT	9. TARDY	10. WORKER'S COMPENSATION	11. OTHER	12. VACATION (Previously Paid)	13. SICK/PERSONAL	14. HOLIDAY	15. BEREAVEMENT	16. TARDY		17. OTHER	19. FAMILY	20. MEDICAL	21. SCHOOL	22. PERSONAL
SUNDAY																						
MONDAY																						
TUESDAY																						
WEDNESDAY																						
THURSDAY																						
FRIDAY																						
SATURDAY																						
SUNDAY																						
MONDAY																						
TUESDAY																						
WEDNESDAY																						
THURSDAY																						
FRIDAY																						
SATURDAY																						
TOTAL																						

 Employee's Signature/Date

 Supervisor's Signature/Date

 Overtime Approval/Date

Revisions/Explanations _____

FMLA: Self Family (Check one)

ACCOUNTING DISTRIBUTION OF PAYROLL

Charge Number/ Cost Center/Project Number	Hours Paid		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Regular	Overtime														
TOTAL																

(More Space Provided on Back)

Complete the top of the form. Legibly print your name, employee number, department number, and supervisor's name. Enter the dates of this pay period.

COLUMN 1-- DATE: Enter the month and day, i.e., mm/dd.

COLUMN 2 -- REGULAR HOURS: Enter the total hours that you actually WORKED for each day of the pay period in this column. Include your breaks. Do not include your 30-minute lunch period.

COLUMN 3 -- OVERTIME HOURS: Enter the total hours that you actually WORKED in excess of 8.0 per day or 40.0 per week.

Overtime must be authorized in advance.

COLUMNS 4-17: Enter in the appropriate column the hours and tenths of hours of time not worked for this pay period. If you did not miss any time, simply leave these columns blank.

Columns 4-11 are for hours **PAID -- NOT WORKED.**

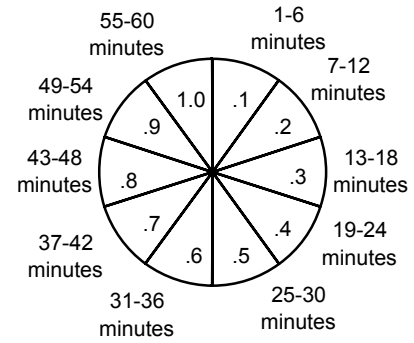
Columns 12-17 and **19-22** are for hours **NOT PAID -- NOT WORKED.**

COLUMN 18 -- OCCASIONS: Enter any incident of continuous absence.

At the end of each pay period, you are responsible for signing your time sheet, securing your supervisor's signature, and for giving your time sheet to your supervisor by 3:00 p.m., the Friday before the pay period ends. (Your supervisor will obtain your Vice President's signature, if you have worked overtime.)

Note to Employees and Supervisors: *By affixing your signature, you are certifying the accuracy of all hours reported.*

If you are planning to be out on Friday when your time sheet is due, please make arrangements to have the time sheet turned in for you or turn it in yourself before leaving. This is important if you want to be paid on time.



ACCOUNTING DISTRIBUTION OF PAYROLL

Charge Number Cost Center/Project Number	Hours Paid		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Regular	Overtime														
Total from front of time sheet																
TOTAL																