

HOOD COLLEGE

Employee Bi-Weekly Timesheet

Name	
Payroll ID	
Pay Period Ending	
Department	
Budget #	

Timesheets are due in Payroll
NO LATER THAN
10:00am Monday
following the end of pay period.

For a Pay Schedule, contact Payroll
or visit the Hood Website.

- Code **W** is only used for time that you were actually here and working.
- Do not calculate overtime as that will be done by Payroll.
- Record partial hours worked in 15-minute increments only. Ex: 15 min= .25 30 min= .50 45 min= .75
- Round up any less than 15-minute increments worked. Ex: worked 10 min, record 15 min (.25)
- Put in each daily box the hours and the letter code for the type of work.
Ex: worked 3.5 hours and took 4 hours vacation would be recorded 3.5W 4V in the box for that day.

CODES: **W**=Worked/ **D**=Differential/ **V**=Vacation/ **S**=Sick/ **H**=Holiday/ **HW**=Holiday **Worked**
P=Personal/ **B**=bereavement/ **JD**=Jury Duty

	Week Ending Date	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total
Week 1									
Week 2									
								TOTAL HOURS	

By signing below, I certify this time record is an accurate reflection of hours worked. I understand that if Payroll does not receive the timesheet by the processing deadline that I will not be paid until the next pay cycle.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____

Please make a copy for your records. Timesheets are legal records and need to be handled accordingly.

Payroll Use Only

Worked	Diff	Vac	Sick	Hol	Bereave	WC	Entered Stamp
SB	JD	OT	Other	Pay Rate		Initials	

Bi-Weekly Timesheet Directions

Each day, fill in the hours you are to be paid for, along with the corresponding letter code. There is no need to fill in your start time, end time, or breaks. For example, if you worked 8 hours on Mon, Tue, Wed, Thu, and then Fri you worked 4 hours and took 4 hours sick leave, your timesheet would look like this:

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total
	8W	8W	8W	8W	4W 4S		76 W 4 S

Record partial hours in 15-minute increments. 15 min = .25 30 min = .50 45 min = .75

Round up any under 15 minute increments. (worked 10 min, record 15 min or .25)

For example, if you worked on Monday from 8:00 am until 4:10 pm your timesheet would look like this:

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total
	8.25W						

Make sure to record each type of leave appropriately. For example, if you work 18.75 per week, your holiday and personal days would be paid at 3.75 per day, regardless of your schedule. You take the total hours per week and divide by 5 to get your holiday/personal day hours. A person with a schedule of Monday 7.5 hr, Wednesday 7.5 hr, and Friday 3.75 hr would record the following if the holiday falls on Monday:

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total
	3.75H		7.5W		3.75W		3.75H 11.25W

The total hours above is less than normal. However, if the holiday falls on Thursday, it will be recorded as follows:

SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total
	7.5W		7.5W	3.75H	3.75W		3.75H 18.75W

Holiday and Personal pay is based on your total hours per pay period. Other leave/time off can be taken in either case above to make the totals equal the normal 18.75 per week.

LETTER CODES FOR TYPE OF WORK:

- W = worked
- D = differential
- V = vacation
- S = sick
- H = holiday
- B = bereavement
- WC = workers comp*
- SB = sick bank*
- JD = jury duty*

*please contact HR or Payroll when using these types of leave