

Bi Weekly SHRA Non-Exempt Timesheet

Employee Name: _____
Banner ID: _____
Time Keeping Period: From: _____ To: _____
Supervisor Name: _____

Reasons for Paper Time Sheet	
New Hire During Period	Supervisor Did Not Approve
Termination During Period	Technical Issue
Leave Without Pay	Paper Requested by HR
Employee Did Not Submit	Other: Explain-

		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	Date							
WRG	Reg Hours Worked							
WXH	Extra Hours Worked							
WHL	Holiday- Paid Time							
WHP	Holiday Worked/ Prem							
WSP	Special Leave Taken							
WVC	Vacation Taken							
WSK	Sick Taken							
WCO	Comp Time Taken							
WCM	Community Serv Taken							
WCV	Civil Leave Taken							
WBN	Bonus Taken							
WSL	Shared Leave Taken							
WML	Military Lv Taken							
WAL	Other Leave Taken **							
WAT	Adv Weather Taken							
WOF	Univ Closing- Paid Time							
WUC	Univ Closing Worked							
WP3	On Call Hours							
WCW	Call Back Time Worked							
WSH	Shift Premium .10							
WSU	Supervisor Use							

		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	Date							
WRG	Reg Hours Worked							
WXH	Extra Hours Worked							
WHL	Holiday- Paid Time							
WHP	Holiday Worked/ Prem							
WSP	Special Leave Taken							
WVC	Vacation Taken							
WSK	Sick Taken							
WCO	Comp Time Taken							
WCM	Community Serv Taken							
WCV	Civil Leave Taken							
WBN	Bonus Taken							
WSL	Shared Leave Taken							
WML	Military Lv Taken							
WAL	Other Leave Taken **							
WAT	Adv Weather Taken							
WOF	Univ Closing- Paid Time							
WUC	Univ Closing Worked							
WP3	On Call Hours							
WCW	Call Back Time Worked							
WSH	Shift Premium .10							
WSU	Supervisor Use							

** Requires Prior Approval—Should only be used for Workers Compensation or Investigatory Leave

Employee Approval: _____

Date: _____

Supervisor Approval: _____

Date: _____