

BiWeekly Payroll Time Sheet

Employee Signature
Signature certifies that the times shown on this sheet are correct.

Supervisor Signature

Department:

Employee Name:							Pay Period				
Employee ID#:							From:		To:		
Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Leave Hours	Sick Leave Hours	Other ⁺	Total Hours	
Sun											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
SHADED AREAS ARE FOR DEPARTMENTAL USE ONLY						Total					
						Weekly Totals:	Code/Hrs 130 ____. 131 ____. * ____. Total ____.	Code hrs 170 ____.	Code/Hrs 180 ____.	Code/Hrs ____.	Total ____.
Sun											
Mon											
Tues											
Wed											
Thur											
Fri											
Sat											
* 21 - Part-time Non-student 160 - Additional Pay * 025 - Student Wages 170 - Annual Leave * 026 - Regular Biweekly pay 180 - Sick Leave * 027 - College Workstudy-AU 195 - Funeral Leave * 028 - College Workstudy-AUM 190 - Military Leave 067 - On-the-job Injury 199 - Jury/Court Pay 130 - Overtime Pay @ 1.0 420 - Unpaid Leave 131 - Overtime Pay @ 1.5 600 - Salary Continuation *use appropriate code						Total					
						Weekly Totals:	Code/Hrs 130 ____. 131 ____. * ____. Total ____.	Code hrs 170 ____.	Code/Hrs 180 ____.	Code/Hrs ____.	Total ____.
						Bi-weekly Totals:	Code/Hrs 130 ____. 131 ____. * ____. Total ____.	Code hrs 170 ____.	Code/Hrs 180 ____.	Code/Hrs ____.	Total ____.