

BI-WEEKLY TIME REPORT

NAME _____ **SS#** _____ **DEPT.CODE** _____

FOR TWO WEEKS
BEGINNING _____ **ENDING** _____

HOURS WORKED	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	TWO WEEK TOTAL	
REGULAR																		
SICK																		
VACATION																		
HOLIDAY																		
PERSONAL																		
TIME&1/2 OVERTIME																		
TOTAL HOURS CHARGED TO THIS DEPT.																		

OTHER DEPARTMENT CODE (in addition to above) _____

HOURS WORKED	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	TWO WEEK TOTAL	
REGULAR																		
TIME&1/2 OVERTIME																		
TOTAL HOURS CHARGED TO THIS DEPT.																		

Employee's Signature _____ Date _____ Approved By Supervisor _____ Date _____

**Hours to 40 per week are recorded as Regular hours. Hours over 40 are recorded as Time & 1/2 Overtime.

Time sheets are due by **10 a.m.** every other week - see schedule.

Funeral, jury duty, comp.time, and official inclement weather day will be recorded as "regular time" with * referring to the specific reason.

If a supervisor is not available to sign the time sheet, please send a copy of the time sheet to Payroll, then forward the signed original before payday.