



SAMPLE TIME SHEET

BI-WEEKLY
TIME SHEET REPORT

PAYROLL PERIOD:

BEGIN: 12/05/99

END: 12/18/99

NAME: Jane Doe

CAMPUS/DEPARTMENT: DT Campus/Student Services

BANNER ID #: A00123456

UNION: UAW PT UAW FT P&AA PT P&AA FT NON-UNION FWS

HOURS OF PAY	Sun	Mon	Tues	Wed	Thur	Fri	Sat	WEEK 1 TOTAL	Sun	Mon	Tues	Wed	Thur	Fri	Sat	WEEK 2 TOTAL	BI-WEEKLY TOTAL HOURS
REGULAR HOURS	/	7.5	7.5	7	7	/	/	29	/	7.5	7.5	7	7	/	/	29	58
SICK HOURS																	
PERSONAL HOURS																	
VACATION HOURS																	
HOLIDAY HOURS																	
OVERTIME HOURS																	
DOUBLE TIME HOURS																	
SHIFT PREMIUM HOURS																	
UNPAID LEAVE HOURS																	
JURY DUTY HOURS																	
COLLEGE BUSINESS HOURS																	
EMERGENCY CLOSING HOURS																	
BEREAVEMENT HOURS																	
UNION LEAVE HOURS																	
TOTAL HOURS	/	7.5	7.5	7	7	/	/	29	/	7.5	7.5	7	7	/	/	29	58

Approval for Overtime <i>Super Duper Visor</i> Supervisor Approval	Date 1/1/9999	Employee Signature <i>Jane Doe</i>	Date January 1, 9999
Supervisor Approval	Date	Campus President/V.C. Approval	Date