BIWEEKLY TIMESHEET
Fillable - DO NOT write in the grey cells

Employee: _____
<p style="text-align:center">Print or Type</p>

Campus: _____

Paid Time Off Key:

S=Sick	FS=Family Sick	P=Personal
V=Vacation	CT=Comp.Time	B=Bereavement
H=Holiday		

IMPORTANT: enter time in H:MM format followed by a space then **AM** or **PM**

Hours of Paid Time Off entered, MUST have a corresponding Leave Key entry

WEEK ONE

Date	SUN	MON	TUES	WED	THUR	FRI	SAT		
In									
Out									
In									
Out									
Hours Worked								-	Hours Worked
Hours of Paid Time Off								-	Paid Time Off
Total Paid Time								-	Total Paid Time
Notes								-	Total Extra Time
Leave Key									

WEEK TWO

Date	SUN	MON	TUES	WED	THUR	FRI	SAT		
In									
Out									
In									
Out									
Hours Worked								-	Hours Worked
Hours of Paid Time Off								-	Paid Time Off
Total Paid Time								-	Total Paid Time
Notes								-	Total Extra Time
Leave Key									

Office Use Only

Make notes on your timesheet as necessary to notify the Payroll Agent what duty was being performed and when.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____