

**Ravena-Coeymans-Selkirk CSD
Bi-Weekly Time Sheet**

Employee: _____

Dept. No.: _____

Signature: _____

Manager
Approval: _____

Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Time Out							
Time In							
Time Out							
Time In							
Time Out							
Total Hours							

Week Ending: _____

Regular Hours: _____

Overtime Hours: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Time Out							
Time In							
Time Out							
Time In							
Time Out							
Total Hours							

Week Ending: _____

Regular Hours: _____

Overtime Hours: _____

Bi-Weekly Total Regular Hours: _____

Total Overtime Hours: _____

Abbreviations: **P** = Personal Day **V** = Vacation Day **H** = Holiday **S** = Sick Day

D = Death in family **M** = Military leave **J** = Jury Duty **U** = Union Day for Reps only

>All Weeks end on Sunday

>Overtime must be authorized by the budget responsible manager