



Bi-Weekly Timesheet

UNMID(not SS#): _____ Employee Name: _____ FTE: _____ Pay Period: _____ to _____

													Enter Additional Earn Codes Below				*only use if different than regular distribution	
Time Entry									In/Out Calc	Regular	Overtime	Annual Leave	Sick Leave	Total Hours	*Labor Override			
DATE	IN	OUT	IN	OUT	IN	OUT	Shift	Hours							Index			
SAT															0.00			
SUN															0.00			
MON															0.00			
TUES															0.00			
WED															0.00			
THUR															0.00			
FRI															0.00			
FIRST WEEK TOTALS															0.00			
									In/Out Calc	Regular	Overtime	Annual Leave	Sick Leave	Total Hours	*Labor Override			
DATE	IN	OUT	IN	OUT	IN	OUT	Shift	Hours							Index			
SAT															0.00			
SUN															0.00			
MON															0.00			
TUES															0.00			
WED															0.00			
THUR															0.00			
FRI															0.00			
SECOND WEEK TOTALS															0.00			
GRAND TOTALS															0.00			

Comments: _____

I agree with the hours worked and time taken as shown on this Timesheet.

Employee Signature/Date

Supervisor Signature/Date