



Biweekly Time Sheet

Name _____

Period Ending _____

Dept. Hurford Humanities Center #3036

	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.	For Payroll Office
Date								
# Hours								
Type								

Date								
# Hours								
Type								
Total								

Employee Signature

Faculty Supervisor

Humanities Center OK

Please mark the space provided indicating the number of hours worked and/or the number of hours of paid time off. Pay type Codes if other than regular:

<i>V - Vacation</i>	<i>W - Workers Compensation</i>
<i>H - Holiday</i>	<i>M - Maternity Leave</i>
<i>P - Personal</i>	<i>F - Funeral</i>
<i>J - Jury Duty</i>	<i>A - Absent</i>
<i>S - Sick</i>	

All employees are required to complete this form and sign it. It should also be countersigned by the employee's Supervisor or the Department Head and then returned to the Humanities Center by 9 a.m. on Monday.

Employees are paid every other Friday. A time sheet will be turned in to the Business Office by Humanities Center staff by 12:00 noon the Monday before payday.

No overtime is authorized and students should not work for more than 40 hours in a week. Taxes will be withheld from your checks (that's required)
If you are working fulltime – 8 hours a day, it is reasonable to have a ½ for lunch as part of your time. Most of you, however, will be working by the hour. The College will be closed on Friday, July 3rd. SRAs are different from regular fulltime employees hence we've struck through pay types that do not apply.