



# Bi-Weekly Timesheet

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

														Click arrow for additional earn codes				*only use if different than regular distribution		
Time Entry																		Total Hours	*Labor Override	
	DATE	IN	OUT	IN	OUT	IN	OUT	Shift	In/Out Calc	Regular	Overtime	Annual Leave	Sick Leave					Total Hours	Hours	Index
SAT																				
SUN																				
MON																				
TUES																				
WED																				
THUR																				
FRI																				
<b>FIRST WEEK TOTALS</b>																				
	DATE	IN	OUT	IN	OUT	IN	OUT	Shift	In/Out Calc	Regular	Overtime	Annual Leave	Sick Leave					Total Hours	Hours	Index
SAT																				
SUN																				
MON																				
TUES																				
WED																				
THUR																				
FRI																				
<b>SECOND WEEK TOTALS</b>																				
									In/Out Calc	Regular	Overtime	Annual Leave	Sick Leave					Total Hours		
<b>GRAND TOTALS</b>																				

Comments:

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

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date