

Institute of the Environment & Sustainability
BI-WEEKLY TIMESHEET

Pay Period: ____/____/____ through ____/____/____

NAME: _____

DEPARTMENT: _____

EMPLOYEE NUMBER: _____

RECEIVED: _____

TITLE: _____

TITLE CODE: _____

ROSTER: Y N

Account/CC/Fund # & Name		S	M	T	W	T	F	S
1	Hrs							
	Code							
Account/CC/Fund # & Name		S	M	T	W	T	F	S
2	Hrs							
	Code							
Account/CC/Fund # & Name		S	M	T	W	T	F	S
3	Hrs							
	Code							

S	M	T	W	T	F	S	TOTAL
S	M	T	W	T	F	S	TOTAL
S	M	T	W	T	F	S	TOTAL

Adjustment to previous payperiod YES NO through _____

Account/CC/Fund # & Name		S	M	T	W	T	F	S
1	Hrs							
	Code							
Account/CC/Fund # & Name		S	M	T	W	T	F	S
2	Hrs							
	Code							
Account/CC/Fund # & Name		S	M	T	W	T	F	S
3	Hrs							
	Code							

S	M	T	W	T	F	S	TOTAL
S	M	T	W	T	F	S	TOTAL
S	M	T	W	T	F	S	TOTAL

Employee Signature: _____ Date _____
 Supervisor Signature: _____ Date _____
 Supervisor Signature: _____ Date _____
 Payroll: _____ Date _____

Hours to Other Department(s)
 Dept: _____ Hours: _____
 Dept: _____ Hours: _____
 TOTAL: _____

Absence and Overtime Codes

V: Vacation OT: Overtime JD: Jury Duty
 S: Sick CTE: Comp Time Earned EL: Educational Leave
 H: Holiday CTT: Comp Time Taken LWOP: Leave Without Pay

- Timesheets are due the Monday after the pay period ends.