

BI-WEEKLY TIME SHEET

Pay Period Dates: _____ through _____

NAME: _____

DEPARTMENT/SCHOOL: _____

SJFC ID: _____

JOB TITLE: _____

EARN/LOST CODE:	DATE:	SHIFT														
	Day of Week:		SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR
Totals:	Record time worked, holiday and/or lost time under the appropriate date using a decimal conversion of minutes. (ex. 5.20 = 5 hours & 12 minutes) Please use a separate row for each earning code category. When recording paid absence indicate the reason for use.															

I hereby certify that this time report correctly reflects all time worked by me for the pay period indicated.

I hereby certify that I have reviewed this time sheet for accuracy and agree that all hours worked by this employee have been properly accounted for.

EMPLOYEE'S SIGNATURE & DATE

SUPERVISOR'S SIGNATURE & DATE

EARNING CODES & DESCRIPTIONS:

- 210 Student - Non-Work Study
- 200 Student - Work Study
- 230 Student - Summer
- 410 Temporary Seasonal - Regular Earnings
- 010 Regular Bi-Weekly Exempt (salaried)
- 020 Regular Bi-Weekly Non-Exempt (hourly)
- 025 Additional Hours (Pays Hrly rate for Hours worked between 35 & 41)
- 035 Overtime (Pays 1.5 * Hrly rate Over 40 Hrs worked)

LOST TIME CODES & DESCRIPTIONS:

- 040 Holiday
- 045 Floating Holiday
- 050 Vacation
- 060 Paid Absence
- 070 Bereavement - indicate relationship
- 070 Jury Duty - attach documentation

SHIFTS:

- 1 A
- 2 B
- 3 C
- 4 D
- 5 E

For Pay Period Dates, Time sheet Due Dates and Payroll Dates
please refer to the Payroll Schedule at <https://www.sjfc.edu/services/payroll/>
Under Documents & Forms sections