

Standard Bi-Weekly Payroll

Name: _____ Site: _____

Pay Period	Beginning Date	Ending Date
	6/5/16	6/18/16

Note: This timesheet is to be used for bi-weekly payrolls only.

Week 1	Date	1st Period		2nd Period		1st Period		2nd Period		Total	OT Hrs
		Time in	Time Out	Time In	Time Out	Hours	Type	Hours	Type		
Sunday	6/5/16					0.00		0.00		0.00	
Monday	6/6/16	2:00 PM	10:00 PM			8.00	R	0.00	r	8.00	
Tuesday	6/7/16	2:00 PM	10:00 PM			8.00	R	0.00	R	8.00	
Wednesday	6/8/16	2:00 PM	10:00 PM			8.00	R	0.00	V	8.00	
Thursday	6/9/16	2:00 PM	10:00 PM			8.00	R	0.00	R	8.00	
Friday	6/10/16	2:00 PM	10:00 PM			8.00	R	0.00	R	8.00	
Saturday	6/11/16					0.00		0.00		0.00	
		TOTAL				40.00		0.00		40.00	0.00

Instructions:
 Enter beginning date of pay period and ending date of pay period. Enter times in and out using the following format: h:mm AM/PM. Enter the type of hours using the chart below. The two periods allow for two types of hours on a single day, i.e., regular in morning and vacation in afternoon.

Week 2	Date	1st Period		2nd Period		1st Period		2nd Period		Total	OT Hrs
		Time in	Time Out	Time In	Time Out	Hours	Type	Hours	Type		
Sunday	6/12/16					0.00		0.00		0.00	
Monday	6/13/16	2:00 PM	10:00 PM			8.00	r	0.00		8.00	
Tuesday	6/14/16	2:00 PM	10:00 PM			8.00	r	0.00		8.00	
Wednesday	6/15/16	2:00 PM	10:00 PM			8.00	r	0.00		8.00	
Thursday	6/16/16	2:00 PM	10:00 PM			8.00	r	0.00		8.00	
Friday	6/17/16	8:00 AM	12:00 PM	12:30 PM	3:00 PM	4.00	r	2.50	r	6.50	
Saturday	6/18/16					0.00		0.00		0.00	
		TOTAL				36.00		2.50		38.50	0.00

For other situations such as bereavement, etc. contact the payroll office for instructions.

Other Pays (Special, partial day leave, etc.)

Week 1	Date	1st Period		2nd Period		1st Period		2nd Period		Total	OT Hrs
		Time in	Time Out	Time In	Time Out	Hours	Type	Hours	Type		
Sunday	6/5/16					0.00		0.00		0.00	
Monday	6/6/16					0.00		0.00		0.00	
Tuesday	6/7/16					0.00		0.00		0.00	
Wednesday	6/8/16					0.00		0.00		0.00	
Thursday	6/9/16					0.00		0.00		0.00	
Friday	6/10/16					0.00		0.00		0.00	
Saturday	6/11/16	3:00 PM	6:00 PM			3.00	SP	0.00		3.00	3.00
		TOTAL				3.00		0.00		3.00	3.00

Special Event Pay Notes
 If the special event hours cause the person to be in an overtime situation, then the effective rate must be no less than 1.5 times the normal hourly rate. It is incumbent on the site to ensure proper written approval is obtained prior to allowing any overtime hours to be worked and that it is noted on the timesheet. The hourly or set amount rate must be noted in the SP Rate section.

Week 2	Date	1st Period		2nd Period		1st Period		2nd Period		Total	OT Hrs
		Time in	Time Out	Time In	Time Out	Hours	Type	Hours	Type		
Sunday	6/12/16					0.00		0.00		0.00	
Monday	6/13/16					0.00		0.00		0.00	
Tuesday	6/14/16					0.00		0.00		0.00	
Wednesday	6/15/16					0.00		0.00		0.00	
Thursday	6/16/16					0.00		0.00		0.00	
Friday	6/17/16			3:00 PM	4:00 PM	0.00		1.00	s	1.00	
Saturday	6/18/16					0.00		0.00		0.00	
		TOTAL				0.00		1.00		1.00	0.00

				1st period	2nd Period	Total	OT Hrs
SP Rate:		R	Regular Hours	76.00	2.50	78.50	
Hourly		S	Sick Hours	0.00	1.00	1.00	
Set Amount		V	Vacation Hours	0.00	0.00	0.00	
		H	Holiday Hours	0.00	0.00	0.00	
		SP	Special	3.00	0.00	3.00	3.00
Total Hours				79.00	3.50	82.50	Check 82.50

Date Submitted _____
 Employee Signature _____
 Supervisor Signature _____