

## Lehman College *NON-EXEMPT* Bi-weekly Time Report

Employee's Name:			Social Security #:			Pay Period From:		To:	
Title: <input type="checkbox"/> College Assistant <input type="checkbox"/> Tutor <input type="checkbox"/> Continuing Education <input type="checkbox"/> Student Aide <input type="checkbox"/> Non-Teaching Adjunct						<b>Dept/Code:</b>			
	<b>DATE</b>	<b>IN</b>	<b>OUT</b>	<b>IN</b>	<b>OUT</b>	<b>LEAVE CODE</b>	<b>LEAVE HRS</b>	<b>TOTAL STRAIGHT HRS</b>	<b>SHIFT DIFF. HOURS</b>
	Sun.								
	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
	Sat.								
						<b>1ST WK TOTALS</b>			
	Sun.								
	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
	Sat.								
						<b>2ND WK TOTALS</b>			
<b>Grand total the sum of 1st and 2nd week</b>									

**LEAVE CODES:**

- A – Annual**                      **B –Bereavement**                      **S – Sick Day**  
  
**J – Jury Duty**                      **M – Military Duty**

	<b>Beginning Bal. Period</b>	<b>Earned</b>	<b>Hrs. Taken</b>	<b>Bal. End of Period</b>
Annual				
Sick				
Hourly Rate	Shift. Diff. Rate	Gross Amt. Due	Shif. Diff. Am.t Due	Total Amt. Due
\$	\$	\$	\$	\$

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**                      **Date**

\_\_\_\_\_  
**APPROVED: Supervisor's Signature**                      **Date**