

LEHMAN COLLEGE

Bi-Weekly Time Sheet

| | | | | | | | | | |
|------------------|-------------|-------------------|------------------------------|-----------|------------|----------------------|-------------------------|------------------|-------------------------|
| Employee's Name: | | | NYEMPLID #: | | | Pay Period From: To: | | | |
| Title: | | College Assistant | Continuing Education Teacher | | | | | | |
| | | Student Aide | Non - Teaching Adjunct | | | | | | |
| | Date | In | Out | In | Out | Leave Code | Leave Hrs. | Reg. Hrs. | Shift Diff. Hrs. |
| Mon. | | | | | | | | | |
| Tue | | | | | | | | | |
| Wed | | | | | | | | | |
| Thu | | | | | | | | | |
| Fri | | | | | | | | | |
| Sat | | | | | | | | | |
| Sun | | | | | | | | | |
| | | | | | | 1st Week | | | |
| Mon. | | | | | | | | | |
| Tue | | | | | | | | | |
| Wed | | | | | | | | | |
| Thu | | | | | | | | | |
| Fri | | | | | | | | | |
| Sat | | | | | | | | | |
| Sun | | | | | | | | | |
| | | | | | | 2nd Week | | | |
| | | | | | | Totals | | | |
| | | | | | | | Bi-Weekly Totals | | |

Leave Codes

A: Annual J: Jury Duty B: Bereavement
M: Military Duty S: Sick Leave

| | | | | |
|-------------|-----------------------|------------------|------------------------|--------------------|
| | Beginning Bal. Period | Earned | Hrs. Taken | End of Bal. Period |
| Annual | | | | |
| Sick | | | | |
| Hourly Rate | Shift Diff. Rate | Gross Amount Due | Shift Diff. Amount Due | Total Amount Due |
| \$ | | | | |

EMPLOYEE SIGNATURE DATE

APPROVED: SUPERVISOR SIGNATURE DATE