

LEHMAN COLLEGE
Bi-Weekly Time Sheet

Employee's Name: John Doe			NYEMPLID #: N012345678			Pay Period From: 1/4/21		To: 01/17/21		
Title: <input type="checkbox"/> College Assistant <input checked="" type="checkbox"/> Continuing Education Teacher <input type="checkbox"/> Student Aide <input type="checkbox"/> Non - Teaching Adjunct										
	Date	In	Out	In	Out	Leave Code	Leave Hrs.	Reg. Hrs.	Shift Diff. Hrs.	
Mon.	1/4/21	9:30AM	12:30PM					3		
Tue	1/5/21									
Wed	1/6/21	9:30AM	12:30PM					3		
Thu	1/7/21									
Fri	1/8/21	9:30AM	12:30PM					3		
Sat	1/9/21									
Sun	1/10/21									
						1st Week Totals		9		
Mon.	1/11/21	9:30AM	12:30PM					3		
Tue	1/12/21									
Wed	1/13/21	9:30AM	12:30PM					3		
Thu	1/14/21									
Fri	1/15/21	9:30AM	12:30PM					3		
Sat	1/16/21									
Sun	1/17/21									
						2nd Week Totals		9		
							Bi-Weekly Totals		18	

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
\$				

John Doe **1/15/2021**

EMPLOYEE SIGNATURE DATE

APPROVED: SUPERVISOR SIGNATURE DATE