

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

Employee's Name:				CUNYfirst Employee ID:		Pay Period From:		To:	
<b>Title:</b>				<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>REMARKS</b>
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
						<b>1ST WK TOTALS</b>			
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
						<b>2ND WK TOTALS</b>			
<b>Grand total the sum of 1st and 2nd week</b>									

**LEAVE CODES:**

A – Annual    J – Jury Duty    B – Bereavement    M – Military Duty  
H – Holiday    U – Unscheduled Holiday    L – Late    S – Sick Day    C – Comp

	<b>Beginning Bal. Period</b>	<b>Earned</b>	<b>Taken</b>	<b>Bal. End of Period</b>
Annual				
Comp				
Sick				
Unscheduled				

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**EMPLOYEE SIGNATURE** **Date**

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