

WASHINGTON UNIVERSITY

BIWEEKLY TIMESHEET

NAME: _____
 SS#: _____
 EMPLID#: _____
 PERIOD END: _____
 OFFICE/LAB: _____

Enter Full Time Regular Work Week Hours (37.5 or 40)

Enter Regular Part-time Hours

*You must enter your regular work week hours for proper calculation****

	<u>DATE</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>TOTAL HOURS WORKED</u>	<u>OVERTIME</u>	<u>OTHER HOURS</u>	<u>OTHER HOURS CODE</u>
SUNDAY									
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
TOTALS									

SUNDAY									
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
TOTALS									

CODES	
A	Other Absences
B	Shift Differential
C	Call Pay
D	Hours Docked
F	Funeral (state relationship)
H	Holiday
I	Injury on the Job
J	Jury Duty (need documentation)
M	Military Leave
S	Sickness (or off the job injury)
V	Vacation
X	Overtime Worked

REMARKS:

SIGNATURES VERIFY THAT THIS RECORD IS ACCURATE AND COMPLETE	
EMPLOYEE SIGNATURE & DATE	
DEPARTMENTAL APPROVAL & DATE	

HOURS SUMMARY		
TOTAL REGULAR HOURS	Week 1	_____
	Week 2	_____
TOTAL OT HOURS @ REG RATE *	Week 1	_____
	Week 2	_____
TOTAL OT HOURS @ OT RATE **	Week 1	_____
	Week 2	_____
TOTAL OTHER HOURS		_____
TOTAL HOURS WORKED		_____