

SOUTHWESTERN UNIVERSITY

BIWEEKLY TIME SHEET

(print)

Employees Full Name _____

REQUIRED: SU ID # _____

Pay Period End Date _____

TIME SHEETS ARE DUE IN THE PAYROLL DEPARTMENT BY 12 NOON THE FRIDAY BEFORE PAYDAY.

The regular work week begins at 12:01 A.M. Sunday and ends at **midnight** the next **Saturday**. (Refer to the Biweekly Time Sheet Schedule.) This report must be completed daily. At the end of the 2-week period please sign and transmit to your supervisor immediately.

at midnight on Saturday

WEEK 1	START	STOP	START	STOP	START	STOP	HOURS WORKED	OFF WITH S, V, H PAY	OTHER WC, FMLA, AL	DAILY TOTAL
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
S = Sick V = Vacation H = Holiday WC = Work Comp FMLA = Family Medical Leave AL = Administrative Leave							TOTAL HOURS	-		

WEEK 2	START	STOP	START	STOP	START	STOP	HOURS WORKED	OFF WITH S, V, H PAY	OTHER WC, FMLA, AL	DAILY TOTAL
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
S = Sick V = Vacation H = Holiday WC = Work Comp FMLA = Family Medical Leave AL = Administrative Leave							TOTAL HOURS	-		

TOTAL HOURS FOR PAY PERIOD: _____

Certified True and Correct:

TOTAL OVERTIME HOURS FOR PAY PERIOD: _____

Employee's Signature _____ Date _____

Approved (including any overtime)

Supervisor's Signature _____ Date _____

PAYROLL DEPARTMENT USE ONLY	
1st WK	2nd WK
RE	RE
VA	VA
SI	SI
AL	AL
BV	BV
HO	HO
JD	JD
OV	OV
OR	OR
TOT	TOT