

Indiana University Biweekly Time Sheet (For emergency use *only*)

Name _____ Employee ID _____ Record # _____ Dept. _____

Pay Period from ____/____/____ to ____/____/____ Rate: \$ _____

Report time in **hours** and **tenths** of hours only.

Check if REG, VAC, SICK, or OVT.

Type in Earn Code for 'Other' if known and put a comment in Remarks box.

Fill in boxes, print out, sign and mail to IU Payroll.

Week One							Earn Type								Earn Type								Earn Type	Remarks
Day	In	Out	REG	VAC	SCK	OVT	Other	In	Out	REG	VAC	SCK	OVT	Other	In	Out	REG	VAC	SCK	OVT	Other			
SUN																								
MON																								
TUE																								
WED																								
THU																								
FRI																								
SAT																								
TOTAL REG																								
TOTAL OVT																								

Week Two on next page

Week Two							Earn Type								Earn Type								Earn Type	Remarks
Day	In	Out	REG	VAC	SCK	OVT	Other	In	Out	REG	VAC	SCK	OVT	Other	In	Out	REG	VAC	SCK	OVT	Other			
SUN																								
MON																								
TUE																								
WED																								
THU																								
FRI																								
SAT																								
TOTAL REG																								
TOTAL OVT																								
1st Week Totals																								
2nd Week Totals																								
Pay period Totals																								

Certificaton: I certify that the hours reported on this record are true and correct.

Employee's signature

Supervisor's signature

Date