

# AUBURN UNIVERSITY BIWEEKLY PAYROLL TIME SHEET

**Department:** \_\_\_\_\_

Employee Name							Pay Period				
Employee ID							From		To		
	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Lv Hours	Sick Lv Hours	Other	Total Hours	
Sun.											
Mon.											
Tue.											
Wed.											
Thu.											
Fri.											
Sat											
						<b>Total</b>					
SHADED AREAS ARE FOR DEPARTMENTAL USE ONLY						<b>Weekly Totals:</b>	<b>Code/Hrs</b> OTS _____ OTP _____ * _____ Total _____	VAC _____	SCK _____	_____	<b>Total</b>
	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Lv Hours	Sick Lv Hours	Other	Total Hours	
Sun.											
Mon.											
Tue.											
Wed.											
Thu.											
Fri.											
Sat											
						<b>Total</b>					
PTB Part-time Non-student    ADL Additional Pay STU Student Regular Pay        VAC Vacation Leave R26 Regular Biweekly Pay        SCK Sick Leave WSA College Work-study AU       FNL Funeral Leave WSM College Work-study AUM      MIL Military Leave OJI On-the-job Injury            JRY Jury/Court Duty SCP Salary Continuation        DOC Dock Pay OTS Overtime Pay @ 1.0        OTP Overtime @ 1.5 CTS Comp Time @ 1.0            CTE Comp Time @ 1.5 CTT Comp Time Taken * Use appropriate code						<b>Weekly Totals:</b>	<b>Code/Hrs</b> OTS _____ OTP _____ * _____ Total _____	VAC _____	SCK _____	_____	<b>Total</b>
PTB Part-time Non-student    ADL Additional Pay STU Student Regular Pay        VAC Vacation Leave R26 Regular Biweekly Pay        SCK Sick Leave WSA College Work-study AU       FNL Funeral Leave WSM College Work-study AUM      MIL Military Leave OJI On-the-job Injury            JRY Jury/Court Duty SCP Salary Continuation        DOC Dock Pay OTS Overtime Pay @ 1.0        OTP Overtime @ 1.5 CTS Comp Time @ 1.0            CTE Comp Time @ 1.5 CTT Comp Time Taken * Use appropriate code						<b>Biweekly Totals:</b>	<b>Code/Hrs</b> OTS _____ OTP _____ * _____ Total _____	VAC _____	SCK _____	_____	<b>Total</b>

I certify that the times shown on this sheet are correct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Head Signature