PAYROLL TIME SHEET   **BI-WEEKLY**

EMPLOYEE NAME _____   **BUILDING** _____

PERIOD BEGINNING _____   **PERIOD ENDING** _____

(FIRST WEEK OF PAY PERIOD)

DAY	DATE	IN	OUT	Subtotal	IN	OUT	Subtotal	IN	OUT	Subtotal	TOTAL DAILY HOURS	DESCRIPTION / EMPLOYEE SUBBING FOR
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

WEEK 1 TOTAL HOURS _____

(SECOND WEEK OF PAY PERIOD)

DAY	DATE	IN	OUT	Subtotal	IN	OUT	Subtotal	IN	OUT	Subtotal	TOTAL DAILY HOURS	DESCRIPTION / EMPLOYEE SUBBING FOR
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

WEEK 2 TOTAL HOURS _____

PAY PERIOD TOTAL HOURS _____

Payroll Use Only:

_____ Hours @ $ _____ = $ _____   Cost Center _____

_____ Hours @ $ _____ = $ _____   Cost Center _____

_____ Hours @ $ _____ = $ _____   Cost Center _____

Employee Signature (Required) _____

Date (Required) _____

Principal Approval (Required) _____

Supervisor Approval (If Applicable) _____