

# DEPARTMENT OF MILITARY & VETERANS AFFAIRS

## BI-WEEKLY TIME SHEET

EMPLOYEE NAME:	PAYROLL PERIOD#:
DIVISION/LOCATION:	FROM:
WORK TELEPHONE # (Include Area Code):	TO:

This report should reflect your hours on the job (arrival time [BEGIN] and departure [END]). Any additional time worked should be coded under the Extra Time column by the employee. Any absences should be coded under the Absences column by the employee. This report must be submitted to timekeeper NLT 0900 the last Friday of each bi-weekly payroll period unless requested earlier by timekeeper. Each employee must sign in and out daily.

DAYS/ DATES	REGULAR TIME					EXTRA TIME*				ABSENCES**			SIGNATURE
	1ST WEEK	BEGIN	END	LUNCH	HOURS	CODE	BEGIN	END	HOURS	CODE	HOURS		
SATURDAY													
SUNDAY													
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													

DAYS/ DATES	REGULAR TIME					EXTRA TIME*				ABSENCES**			SIGNATURE
	2ND WEEK	BEGIN	END	LUNCH	HOURS	CODE	BEGIN	END	HOURS	CODE	HOURS		
SATURDAY													
SUNDAY													
MONDAY	SCHEDULED DAY OFF												
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													

\*EXTRA TIME CODE: H=HOLIDAY MAKEUP TIME

\*\*ABSENCE CODES: V=VACATION, A=ADMIN LEAVE, S=SICK

TIMEKEEPER:	SUPERVISOR'S SIGNATURE:
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ALL EMPLOYEES ARE REQUIRED TO SIGN IN AND OUT. NO EMPLOYEE IS TO SIGN IN OR OUT FOR ANOTHER EMPLOYEE. ALL

TIME MUST BE RECORDED ACCURATELY.