

# Monmouth College

## BIWEEKLY TIME REPORT

Employee Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Biweekly Payroll Period Ending: Saturday, \_\_\_\_\_

### WEEK ONE

DAY	DATE	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	REG	O-T	SIC	PER	VAC	HOL
SUN																
MON																
TUE																
WED																
THU																
FRI																
SAT																

Total Hours Week One: \_\_\_\_\_

### WEEK TWO

DAY	DATE	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	REG	O-T	SIC	PER	VAC	HOL
SUN																
MON																
TUE																
WED																
THU																
FRI																
SAT																

Total Hours Week Two: \_\_\_\_\_

Total Hours Both Weeks: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position Supervisor's Signature: \_\_\_\_\_

<b>PERSONNEL OFFICE USE ONLY:</b>			
TOTALS – REG. HOURS _____	SIC. HOURS _____	VAC. HOURS _____	
PER. HOURS _____	O-T HOURS _____	HOL. HOURS _____	W/O PAY _____