

Civil Service Bi-Weekly Employee Time Recording Sheet

Department _____

Account Number _____

Fiscal Officer _____

Bi-Weekly Pay Period Number _____

Beginning Date: _____ Ending Date: _____

- INSTRUCTIONS**
1. Record the actual number of hours worked for each day.
 2. "Total Worked" should reflect actual hours on the job.
 3. Vacation and sick should be recorded in the appropriate row.
 4. All other absences should be recorded using the drop down boxed
 5. "Total Reg. Hours" should reflect the total hours to be paid excluding overtime worked.
 6. Fiscal officer must maintain properly completed and signed recording sheet at the department for a minimum of three years except where outside sponsors have requested a longer period of record retention.

Employee Name																		
AIS No		S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total	
Worked																		
Vacation																		
Sick																		
Total Regular Hours																		

Overtime																		

Employee Name																		
AIS No		S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total	
Worked																		
Vacation																		
Sick																		
Total Regular Hours																		

Overtime																		

Employee Name																		
AIS No		S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total	
Worked																		
Vacation																		
Sick																		
Total Regular Hours																		

Overtime																		

I CERTIFY THIS RECORD TO BE CORRECT:

hro0115
11/10

Supervisor Signature

Date

Fiscal Officer

Date