

PAYROLL TIME SHEET

WEEKLY TIME SHEET AND UNIT OF SERVICE REPORT FOR PAYROLL

NOTE: UNIT OF SERVICE COLUMN IS COMPLETED ONLY BY THOSE
EMPLOYEES WHO ARE BEING PAID ON THAT BASIS

NAME: _____

POSITION: _____

PROGRAM: _____

SITE: _____

SSN: _____

STATUS: Full Time: _____ Part Time: _____ 2nd Job: _____ (check one)

FOR WEEK BEGINNING:

DAY	DATE	IN	OUT	IN	OUT	TOTAL HOURS	UNITS OF SERVICE	REGULAR HOLIDAY HOURS	VACATION HOURS	SICK LEAVE HOURS	CSL HOURS	OTHER HOURS	COMMENTS
MON													
TUES													
WED													
THURS													
FRI													
SAT													
SUN													
TOTAL													

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MON													
TUES													
WED													
THURS													
FRI													
SAT													
SUN													
TOTAL													

TOTALS	Total Reg Hours	Total UNITS	Holiday Reg Hours	Holiday Prem Hours	Overtime Hours	Secondary Job Hours	Other Hours	COMMENTS
Supervisor use only								
Business Office use only								

I HEREBY CERTIFY THAT ALL INFORMATION ENTERED ON THIS FORM IS CORRECT:

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

PRESENT- Fill in the time in and out columns and put total hours worked in the TOTAL HOURS Column **REGULAR HOLIDAY HOURS-** For CFI policy recognized Holidays and floating holidays (write Floating Holiday in comments)

UNITS OF SERVICE- Only used by those employees paid by unit **OTHER HOURS-** Used with Supervisor approval ONLY for jury duty, funeral, etc. (put description of OTHER in comments)

VACATION- If a full day of vacation was taken, ONLY fill in the VACATION HOURS column with the number of hours taken.
If a partial day was taken, fill out the time in and out and TOTAL HOURS column with the actual number of hours worked and the VACATION column with the number of vacation taken.

SICK LEAVE- If a full day of sick leave was taken, ONLY fill in the SICK HOURS column with the number of hours taken.
If a partial day was taken, fill out the time in and out and TOTAL HOURS column with the actual number of hours worked and the SICK LEAVE column with the number of sick leave taken.

CSL- If a full day of converted sick leave was taken, ONLY fill in the CSL HOURS column with the number of hours taken.
If a partial day was taken, fill out the time in and out and TOTAL HOURS column with the actual number of hours worked and the CSL HOURS column with the number of CSL taken.

FMLA- In the event FMLA is approved by the HR Director, use the SICK LEAVE and VACATION column accordingly and write FMLA Sick or FMLA Vacation in the comments.