SCHOOL OF MEDICINE
OFFICE OF EDUCATION

Department Name: Select TimeKeep Org:

Bi-Weekly Employee Timesheet (2R)

Banner ID (not SSN#): Employee Name:

Payroll Period Start Date: 11/19/22 Payroll Period End Date: 12/02/22 FTE %

Reg Staff | Earn Code | 10

Select Addl Earn Codes From "DropDowns"

Earn Code 1	Select Addl Earn Code 1
Earn Code 2	Select Addl Earn Code 2
Earn Code 3	Select Addl Earn Code 3

Week 1 Time Entry

	Date:	Time In 1 (HH:MM)	Time Out 1 (HH:MM)	Time In 2 (HH:MM)	Time Out 2 (HH:MM)	Time In 3 (HH:MM)	Time Out 3 (HH:MM)	Shift	In/Out HH:MM	In-Out Decimal	Annual Leave (170)	Sick Leave Minor (180)	Earn Code 1 Select Addl Earn	Earn Code 2 Select Addl Earn	Earn Code 3 Select Addl Earn	Comments: Paid Leave reason, Time worked from home (WFH), etc	Total Hours
SAT	11/19/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
SUN	11/20/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
MON	11/21/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
TUES	11/22/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
WED	11/23/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
THUR	11/24/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
FRI	11/25/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
	First Week Totals:								0:0								

First Week Regular, Overtime and Total Hours: Regular Hours: 0.0 | Select Overtime/Comp | Earn Code | 0 | OT/Comp Hours: 0.0

Select Addl Earn Codes From "DropDowns"

Earn Code 1	Select Addl Earn Code 1
Earn Code 2	Select Addl Earn Code 2
Earn Code 3	Select Addl Earn Code 3

Week 2 Time Entry

	Date:	Time In 4 (HH:MM)	Time Out 4 (HH:MM)	Time In 5 (HH:MM)	Time Out 5 (HH:MM)	Time In 6 (HH:MM)	Time Out 6 (HH:MM)	Shift	In/Out HH:MM	In-Out Decimal	Annual Leave (170)	Sick Leave Minor (180)	Earn Code 1 Select Addl Earn	Earn Code 2 Select Addl Earn	Earn Code 3 Select Addl Earn	Comments: Paid Leave reason, Time worked from home (WFH), etc	Total Hours
SAT	11/26/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
SUN	11/27/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
MON	11/28/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
TUES	11/29/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
WED	11/30/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
THUR	12/01/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
FRI	12/02/22	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	12:00 am	1	0:0	0.0						Select	0.0
	Second Week Totals:								0:0								

Second Week Regular, Overtime and Total Hours: Regular Hours: 0.0 | Select Overtime/Comp | Earn Code | 0 | OT/Comp Hours: 0.0

Pay Period Regular Hours: 0.0 Pay Period Overtime Hours: 0.0 Pay Period Total Hours:

Employee Signature	*Supervisor Signature*	*Supervisor 2 Signature*	*Timekeeper Signature*	*Approver Signature*

Comments: