

LEHMAN COLLEGE
Bi-Weekly Time Sheet

Employee's Name:				SS#: XXX - XX -		Pay Period From: 3/15/20 To: 03/28/20			
Title: <input type="checkbox"/> College Assistant <input type="checkbox"/> Tutor <input type="checkbox"/> Student Aide <input type="checkbox"/> Non - Teaching Adjunct						SEEK Program 0384			
	Date	In	Out	In	Out	Leave Code	Leave Hrs.	Reg. Hrs.	Shift Diff. Hrs.
Sun.	3/15/20								
Mon.	3/16/20								
Tues.	3/17/20								
Wed.	3/18/20								
Thurs.	3/19/20								
Fri.	3/20/20								
Sat.	3/21/20								
						1st Week Totals			
Sun.	3/22/20								
Mon.	3/23/20								
Tues.	3/24/20								
Wed.	3/25/20								
Thurs.	3/26/20								
Fri.	3/27/20								
Sat.	3/28/20								
						2nd Week Totals			
Bi-Weekly Totals									

Leave Codes

A: Annual **J:** Jury Duty **B:** Bereavement
M: Military Duty **S:** Sick Leave

	Beginning Bal. Period	Earned	Hrs. Taken	End of Bal. Period
Annual				
Sick				
Hourly Rate	Shift Diff. Rate	Gross Amount Due	Shift Diff. Amount Due	Total Amount Due
\$				

3/25/2020

 EMPLOYEE'S SIGNATURE DATE

 APPROVED: SUPERVISOR SIGNATURE DATE