

**LEHMAN COLLEGE**  
**Bi-Weekly Time Sheet**

Employee's Name:			SS#: XXX - XX -			Pay Period From: <b>4/12/20</b>		To: <b>04/25/20</b>	
Title: <input type="checkbox"/> College Assistant <input type="checkbox"/> Tutor <input type="checkbox"/> Student Aide <input type="checkbox"/> Non - Teaching Adjunct						<b>SEEK Program 0384</b>			
	<b>Date</b>	<b>In</b>	<b>Out</b>	<b>In</b>	<b>Out</b>	<b>Leave Code</b>	<b>Leave Hrs.</b>	<b>Reg. Hrs.</b>	<b>Shift Diff. Hrs.</b>
Sun.	4/12/20								
Mon.	4/13/20								
Tues.	4/14/20								
Wed.	4/15/20								
Thurs.	4/16/20								
Fri.	4/17/20								
Sat.	4/18/20								
						<b>1st Week Totals</b>			
Sun.	4/19/20								
Mon.	4/20/20								
Tues.	4/21/20								
Wed.	4/22/20								
Thurs.	4/23/20								
Fri.	4/24/20								
Sat.	4/25/20								
						<b>2nd Week Totals</b>			
<b>Bi-Weekly Totals</b>									

**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
\$				

04/24/20

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE DATE

\_\_\_\_\_  
APPROVED: SUPERVISOR SIGNATURE DATE