

RECAP TIME SHEET (Biweekly)

Pay Period		Payroll ID	Payroll Number
From	To		

Time Sheet Organization:

Name	Banner ID	Position No.	Emp Cls	Regular Hours	Overtime @ 1.5 OTP	Overtime @ 1.0 OTS	Annual Leave Taken VAC	Sick Leave Taken SCK	Other	Total Hours Paid

Total Hours

Total Transactions

Hours Entered By:_____Date_____

Reviewed By:_____Date_____