## AUBURN UNIVERSITY BIWEEKLY PAYROLL TIME SHEET

**Department:** 

Employ	yee Name	;		Pay Period						
Employ	ee ID						From		То	
	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Lv Hours	Sick Lv Hours	Other	Total Hours
Sun.										
Mon.										
Tue.										
Wed.										
Thu.										
Fri.										
Sat										
					Total					
SHADED AREAS ARE FOR				Weekly Totals:	Code/Hrs OTS	Code/Hrs	Code/Hrs	Code/Hrs	Total	
DEPARTMENTAL USE ONLY						OTP				
						Total	VAC	SCK		
	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Annual Lv Hours	Sick Lv Hours	Other	Total Hours
Sun.										
Mon.										
Tue.										
Wed.										
Thu.										
Fri.										
Sat										
					Total					
PTB Part-time Non-student ADL Additional Pay STU Student Regular Pay VAC Vacation Leave R26 Regular Biweekly Pay SCK Sick Leave WSA College Work-study AU FNL Funeral Leave WSM College Work-study AUM MIL Military Leave					Weekly Totals:	Code/Hrs  OTS OTP *	Code/Hrs	Code/Hrs	Code/Hrs	Total
	lege Work :he-job I:			Court Duty		Total	- VAC	SCK		
SCP Salary Continuation OTS Overtime Pay @ 1.0 CTS Comp Time @ 1.0			DOC Dock Pay OTP Overtime @ 1.5 CTE Comp Time @ 1.5		Biweekly Totals:	Code/Hrs  OTS	Code/Hrs	Code/Hrs	Code/Hrs	Total
	o Time @		CIE COMP	11Me @ 1.5		OTP				
	* Use appropriate code					Total	**** G	SCK		

		O1P	1			
CTT Comp Time Taken						
* Use appropriate code		Total	VAC	SCK		
I certify that the times shown on this sheet are co	rrect.					
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Employee Signature	Supervisor S	Signature		Depart	ment Head Sig	gnature
	Supervisor	Signature		Departs	ment Head Sig	gnature
	Supervisor	Signature		Depart	ment Head Się	gnature