

AUGSBURG UNIVERSITY

Employee/Student Worker BIWEEKLY TIMESHEET

Name
Employee ID Number
Department

Pay Period Start Date
Pay Period End Date

Week 1			Regular Hours		Absences	
Month/ Date	IN	OUT	Hours	Prev +	Hours	Absence
			Worked	Daily	Absent	Code
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week 1 Totals						

Week 2			Regular Hours		Absences	
Month/ Date	IN	OUT	Hours	Prev +	Hours	Absence
			Worked	Daily	Absent	Code
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Week 2 Totals						

OVERTIME AUTHORIZATION				Supervisor:	
* All overtime requires Supervisor Approval *				Complete this section	
Date	Time	Reason	# Of Hours	Emergency	Supervisor's
				Overtime?	Approval
Total Overtime Hours					

Supervisor: Complete this section	
SUMMARY OF HOURS	
Regular Hours	
Overtime Hours	
Emergency Overtime	
Holiday Hours Worked	
Vacation Hours	
Sick Hours	
Floating Holiday	
Personal Time	
Holiday	
Funeral, WC, Jury Duty	
GRAND TOTAL HOURS	

Employee's Signature	Date
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Supervisor's Signature	Date
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