

BIWEEKLY TIME SHEET INSTRUCTIONS

Please fill in the following information:

1. Full name. No nicknames or middle names.
2. Pay period ending date. Refer to the biweekly timesheet schedule.
3. Dates, start and stop times, actual hours worked, any leave or holiday used, daily total. **DO NOT USE ARROWS OR DITTO MARKS TO FILL IN THE WORK WEEK.**
4. Total hours worked during pay period.
5. Your signature.
6. Your supervisor's signature. It is your responsibility to get your supervisor to sign your timesheet. If this is not possible to have signed by the payroll deadline, then just send copy of your timesheet to payroll and later send in the signed original.

**TIME SHEETS ARE DUE IN THE PAYROLL DEPT. BY 12 NOON.
REFER TO THE BIWEEKLY TIME SHEET SCHEDULE.**