THE UNIVERSITY OF MEMPHIS®

Regular Bi-Weekly Employee Time Sheet

*E.C. instructions | Click here for online help.

Name _____ UID _____ Organization Code _____

Two Week Period Beginning (Sat) _____ Ending (Fri) _____

Week 1	Regular Hours	Annual (170)	Sick (180)	Straight Overtime (032)	Premium Overtime (035)	Holiday (150)	Other* Hours	Other* E.C. *	Total
SAT									0.0
SUN									0.0
MON									0.0
TUE									0.0
WED									0.0
THU									0.0
FRI									0.0
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
Week 2									
SAT									0.0
SUN									0.0
MON									0.0
TUE									0.0
WED									0.0
THU									0.0
FRI									0.0
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
GRAND TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0

PERIOD SUMMARY	Beginning Balance	Usage	Pre-Accrual Balance	Accrual** **Only record when pay period covers month end	Ending Balance
Sick Leave		0.0	0.0		0.0
Annual Leave		0.0	0.0		0.0

I certify that hours worked as reported above are true and accurate in accordance with University policies & procedures. All work assignments for Federal Work and Study students have been performed in a satisfactory manner.

Employee Signature _____ Date_____

Supervisor Signature_____ Date_____

FOR TIMEKEEPER USE ONLY:

Payroll Number _____

ECLS _____

Position _____

Suffix _____ Organization_____

(Timekeeper's Initials)

Entered by: _____ Date:_____

Clear Fields

The University of Memphis is an Equal Opportunity/Affirmative Action University.