

## Bard College Non-Exempt (hourly) Employee Timesheet

Name: \_\_\_\_\_

ID Number : \_\_\_\_\_

Two -Week Period Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Day	Dates	Record Hours 'In' and 'Out' Daily					Total Hours Worked	Benefit Time Used							
		In	Lunch Out	Lunch In	Out			VAC	SIC	HOL	Personal	Holiday	Other*	Comments	
Sat.															
Sun.															
Mon.															
Tue															
Wed.															
Thu.															
Fri.															
<b>Totals Week 1</b>															

Sat.															
Sun.															
Mon.															
Tues.															
Wed.															
Thu.															
Fri.															
<b>Totals Week 2</b>															

<b>Pay Period Totals</b>															
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\*Explain in comments section

	TOTALS	VAC	SIC	HOL	Personal	Holiday	Other*	
REG								
OT								
	<b>Total Hours =</b>							

Overtime paid for hours over 40 in any given work week. Overtime must be preapproved by supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Phone extension and Department

\_\_\_\_\_  
Supervisor Please Print Name