



MANUAL TIME SHEET

PAYROLL BW# _____	PAY PERIOD DATES: ____/____/____ through ____/____/____ DD MMM YYYY DD MMM YYYY	
NAME	M#	TIME SHEET ORG #
POSITION #/SUFFIX	POSITION EFFECTIVE DATE (DD-MMM-YYYY)	TIME SHEET ORG NAME

EARN CODE	SHIFT	PAY PERIOD TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS	SU	MO	TU	WE	TH	FR	SA	RATE	WEEKLY TOTAL HOURS		
PAY PERIOD TOTAL:											WEEKLY TOTAL:										WEEKLY TOTAL:	

LABOR DISTRIBUTION OVERRIDE			
EARN CODE	TOTAL HOURS	INDEX OVERRIDE	ACCOUNT OVERRIDE
TOTAL			

REQUIRED: Select the appropriate description for this time sheet

- Regular biweekly payment
- Earn code adjustment (Leave Adjustment)
- Payment for a previous biweekly
- Revised; hours differ from normal time entry method. (MUST include all hours worked during pay period)

COMMENTS:

EMPLOYEE'S SIGNATURE: _____

DATE: ____/____/____

SUPERVISOR'S SIGNATURE: _____

DATE: ____/____/____