

Lehman College *NON-EXEMPT* Bi-weekly Time Report

Employee's Name:			Social Security #:			Pay Period From:		To:	
Title: <input type="checkbox"/> College Assistant <input type="checkbox"/> Tutor <input type="checkbox"/> Continuing Education <input type="checkbox"/> Student Aide <input type="checkbox"/> Non-Teaching Adjunct						Dept/Code:			
	DATE	IN	OUT	IN	OUT	LEAVE CODE	LEAVE HRS	TOTAL STRAIGHT HRS	SHIFT DIFF. HOURS
	Sun.								
	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
	Sat.								
						1ST WK TOTALS			
	Sun.								
	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
	Sat.								
						2ND WK TOTALS			
Grand total the sum of 1st and 2nd week									

LEAVE CODES:

- A – Annual** **B –Bereavement** **S – Sick Day**

J – Jury Duty **M – Military Duty**

	Beginning Bal. Period	Earned	Hrs. Taken	Bal. End of Period
Annual				
Sick				
Hourly Rate	Shift. Diff. Rate	Gross Amt. Due	Shif. Diff. Am.t Due	Total Amt. Due
\$	\$	\$	\$	\$

EMPLOYEE SIGNATURE **Date**

APPROVED: Supervisor's Signature **Date**