YESHIVA UNIVERSITY
TIME SHEET

PAYROLL PERIOD

SEQUENCE NO.

NAME:
BUILDING:
LOCATION:

ROOM:

PHONE:

CONTACT:

DAY	IN	OUT	SIGNATURE	REG HOURS	SICK HOURS	HOL HOURS	VAC HOURS	HEAT HOURS	LEAVE WITH PAY HOURS	CODE	NON PAID HOURS	CODE	SHIFT DIFF HOURS	CODE	ADDL TIME HOURS	CODE	GENERAL LEDGER NUMBER
SAT																	
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
WEEK 1 TOTAL																	
SAT																	
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
WEEK 2 TOTAL																	
FINAL TOTAL																	

← TOTAL BIWEEKLY ADDL. TIME HOURS

L2 LOC ID NUMBER SC

SUMMARY

HOURS	CD	GENERAL LEDGER NUMBER

PAYROLL CODES

LEAVE WITH PAY HRS		NON PAID HRS		SHIFT DIF		ADD'L TIME	
01	COMP TAKEN	20	LATENESS	41	10 PERCENT	50	O.T. AT TIME + ½
02	BEREAVEMENT	22	SICK WITHOUT PAY			51	ADDITIONAL PAY AT STRAIGHT RATE
03	JURY DUTY					58	REPORT PAY AT STRAIGHT RATE
04	PERSONAL					59	CALL IN REPORT PAY AT TIME + ½
						60	COMP EARNED
						61	REGULAR HOURS (HOURLY ONLY)

MIN	HOUR
15	.25
30	.50
45	.75

COMMENTS:

AUTHORIZED SIGNATURE