

**BI – WEEKLY PAYROLL**  
**Previous Hours**

Supervisor \_\_\_\_\_ Employee \_\_\_\_\_

Social Security Number \_\_\_\_\_ File Number \_\_\_\_\_

Department \_\_\_\_\_ Account Number \_\_\_\_\_

**PAY DAY** \_\_\_\_\_

☐

**Other than Home Department**

**Week #1 Ending Date:**

**Benefit Hours**

Date	In	Out	In	Out	Reg	Sick	Vac	Hol	Misc

**Week # 1 Totals**

\_\_\_\_\_

**Week # 2 Ending Date;**

**Benefit Hours**

Date	In	Out	In	Out	Reg	Sick	Vac	Hol	Misc

**Week # 2 Totals**

\_\_\_\_\_

**Pay Period Totals**

\_\_\_\_\_

**Overtime (IF ABOVE CHANGES GENERATE O.T.) Hours**

\_\_\_\_\_

(O.T. ACCOUNT NO.)

**Grand Total**

\_\_\_\_\_

**\*\*Reason Hours Not Included in Correct Pay Period:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_