

NOTE: The Web Time automated time system is the intended method for time reporting. Completed time reporting is due each Monday following pay day by 10PM unless special request for early submission is made by the payroll office. Look for exceptions in EKU Today.

EKU BIWEEKLY TIME CARD

Paper Timecards are processed on the next regularly scheduled payroll.
FALSIFYING INFORMATION MAY RESULT IN TERMINATION OF EMPLOYMENT.

NAME _____
 Last First

EKU ID# _____ Org: _____

Period Begin _____ Period End: _____

I certify the time reported herein is true and correct for the pay period shown above.

Employee Signature _____ Phone # _____

Supervisor Signature _____ Phone # _____

This timesheet is _____ of _____
 Example: 1 of 1, 1 of 2, 3,
 Original _____ Revised _____ Additional _____
 Briefly explain a revised or additional time card.

PAYROLL USE ONLY

WEEK ONE

Day	Date	In	Out	Lunch	In	Out	Hours Worked	On call Hours	Hours Not Worked		
									code	hours	
SUN											
MON											
TUES											
WED											
THURS											
FRI											
SAT											

If using deferred EKU time, please indicate what EKU Day(s) you are using the time for:

Total Week 1

Hours Worked	On call Hours	Hours Not Worked

WEEK TWO

Day	Date	In	Out	Lunch	In	Out	Hours Worked	On call Hours	Hours Not Worked		
									code	hours	
SUN											
MON											
TUES											
WED											
THURS											
FRI											
SAT											

Total Week 2

Hours Worked	On call Hours	Hours Not Worked

Grand Total

grand total work	grand total on call

- INCLUDE CODES FOR HOURS NOT WORKED**
- H=Holiday
 - V=Vacation
 - S=Sick
 - CL=Court Leave
 - BRV=Bereavement
 - WC=Worker's Compensation
 - FLH=Floating Holiday
 - ML=Military Leave
 - SST = Sustainability Savings Time Off
 - EKU Closing=President Time Off

FAILURE TO CODE "HOURS NOT WORKED" = HOURS WITHOUT PAY

All fields must be completed in order to process this time card for payment

BIWEEKLY TIME CARD