**BIWEEKLY PAYROLL TIME SHEET**

**NAME:** EMPLOYEE 10  
**DEPT./WORK AREA:**  
**PAY PERIOD FROM:**  
**TO:**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY TOTALS</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY TOTALS</th>
<th>PAY PERIOD TOTALS</th>
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- **VACATION (VAC)**
- **SICK (SCK)**
- **HOLIDAY (HOL)**
- **HOL TAKEN (HTK)**
- **COMP TAKEN (CPT)**

- **VAC FAM LEAVE (VFL)**
- **SICK FAM LEAVE (SFL)**
- **ABSENT FAM LEAVE (AFL)**

**SUBTOTAL**
- **OVERTIME (OVT)**
- **COMP EARNED (CPE)**

**TOTAL HOURS In Pay Status**
- **AWB/ABS**
- **SHIFT DIFF**
- **PREMIUM**
- **HOL ACCRUED (HAC)**

**EMPLOYEE'S SIGNATURE:**  
**SUPERVISOR'S SIGNATURE:**

**Date**  
**Date**

**DO NOT WRITE BELOW THIS LINE - FOR DEPARTMENTAL PAYROLL PURPOSES**

<table>
<thead>
<tr>
<th>HOURLY RATE</th>
<th>REG</th>
<th>VAC</th>
<th>SCK</th>
<th>HOL</th>
<th>HTK</th>
<th>CPT</th>
<th>OVT</th>
<th>AWB</th>
<th>ABS</th>
<th>SFT</th>
<th>PRM</th>
<th>Total</th>
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<tr>
<td>Week 1:</td>
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