

# Biweekly Time Sheet

## Bren School

Pay period start date: \_\_\_\_\_  
 Pay period end date: \_\_\_\_\_

Employee: \_\_\_\_\_  
 Manager: \_\_\_\_\_

Event: \_\_\_\_\_  
 Account: \_\_\_\_\_

Day	Date	In	Out	Total
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total hours				
Rate per hour				
Total pay				
Workstudy %				
Workstudy to hit grant				

\_\_\_\_\_  
 Employee signature Date

\_\_\_\_\_  
 Manager signature Date

**On Line Time Reporting Calendar  
Jul thru Dec 2016**

Pay Schd	Pay Period Begin	Pay Period End	Payroll Roster		Pay Compute	Check Date
			Open	Close		
B2	06/19/16	07/02/16	07/04/16	07/06/16	07/07/16	07/13/16
B1	07/03/16	07/16/16	07/18/16	07/20/16	07/21/16	07/27/16
MO	07/01/16	07/31/16	07/14/16	07/22/16	07/26/16	08/01/16
B2	07/17/16	07/30/16	08/01/16	08/03/16	08/04/16	08/10/16
B1	07/31/16	08/13/16	08/15/16	08/17/16	08/18/16	08/24/16
MO	08/01/16	08/31/16	08/16/16	08/24/16	08/26/16	09/01/16
B2	08/14/16	08/27/16	08/29/16	08/31/16	09/01/16	09/07/16
B1	08/28/16	09/10/16	09/12/16	09/14/16	09/15/16	09/21/16
MO	09/01/16	09/30/16	09/13/16	09/22/16	09/26/16	09/30/16
B2	09/11/16	09/24/16	09/26/16	09/28/16	09/29/16	10/05/16
B1	09/25/16	10/08/16	10/10/16	10/12/16	10/13/16	10/19/16
MO	10/01/16	10/31/16	10/14/16	10/24/16	10/26/16	11/01/16
B2	10/09/16	10/22/16	10/24/16	10/26/16	10/27/16	11/02/16
B1	10/23/16	11/05/16	11/07/16	11/09/16	11/10/16	11/16/16
B2	11/06/16	11/19/16	11/21/16	11/22/16	11/23/16	11/30/16
MO	11/01/16	11/30/16	11/10/16	11/23/16	11/28/16	12/01/16
B1	11/20/16	12/03/16	12/05/16	12/07/16	12/08/16	12/14/16
B2	12/04/16	12/17/16	12/16/16	12/19/16	12/20/16	12/28/16
MO	12/01/16	12/31/16	12/09/16	12/20/16	12/22/16	01/07/17