

BI-WEEKLY TIMESHEET

Employee Name	Department
Pay Period Begin	Pay Period End

WEEK 1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total		
R	Regular										
OT	Overtime										
S/P	Sick/Personal										
V/V1	Vacation										
H	Holiday										
H2	Holiday Overtime										
F/J	Funeral/Jury Duty										
A	Admin										
LWOP	Leave Without Pay										
									Total		

WEEK 2		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Bi-Week Total
R	Regular									
OT	Overtime									
S/P	Sick/Personal									
V/V1	Vacation									
H	Holiday									
H2	Holiday Overtime									
F/J	Funeral/Jury Duty									
A	Admin									
LWOP	Leave Without Pay									
									Totals	

TRIPS	Number of Trips	Taxable Amount

(\$1.50 per trip)

Number of one-way trips RU vehicle was used to commute between home and work site. Each one-way trip has taxable fringe benefits of \$1.50. Tax will be withheld on that amount.

I verify that all information reported above is correct and that attendance, absence, overtime, leave, and use of RU vehicles is in accordance with existing laws, regulations and RU policies.

Employee Signature	Date
Supervisor Signature	Date

