TEMPORARY/ROP EMPLOYEE TIME SHEET **SEMI-MONTHLY TIMESHEET**

Name: _		Pay Period Ending:							
Badge #:				Department:					
_	(For Ident	ification Purpos	es Only)		•				
hours per week ex secretary. Active	cluding lunch. Time employees working i	sheets are to be submi n excess of 37.5 are en	tted to your immediate titled to overtime at a	ovisions, and SOP 5-6, T e supervisor on the 15th rate of 1.5 times the hou rked on your last contrac	and last working day rs worked. Leave is	y of each month for to be logged on the	signature & forward time sheet in no les	ing to the leave s than quarter-hour	
*Note: Only two	•	y be approved by the s		-					
DATE	TIME	MEA		TIME	HOURS	OVER	TOTAL	PROJECT	
	IN	OUT	IN	OUT	WORKED	TIME	HOURS	CODES	
+									
			•	TOTALS					
		_			Ho	urly Rate:			
Account Code:			Total Amount Due:						
						Project Code	Total Hours	Total Amount	
Batch # / Date Entered									
				<u>-</u>					
Employee Signature				_	S	Supervisor Signature			