



Haigazian University - Bi Weekly Employee Time Sheet -

Form HR005

Department	
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Employee Name	
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Supervisor Name:	
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Starting Week		Ending	
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Day of Week	Time In	Time Out	Time In	Time Out	Total Hrs	Regular Hrs	Overtime Hrs	Sick Hrs	Vacation Hrs
M					0.00				
T					0.00				
W					0.00				
T					0.00				
F					0.00				
S					0.00				
S					0.00				
M					0.00				
T					0.00				
W					0.00				
T					0.00				
F					0.00				
S					0.00				
S					0.00				

Employee's Signature	Total Hrs:				
	Rate/Hr:				
	Total L.L.	-	-	-	-

Supervisor's Signature	HR Comments & Signature	Personnel / Payroll

Date	Date	Date
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