

EKU BIWEEKLY TIME CARD

**TIME CARDS ARE DUE IN THE PAYROLL OFFICE ON PAYDAY FRIDAY.
FALSIFYING INFORMATION MAY RESULT IN TERMINATION OF EMPLOYMENT.**

NAME _____
Last First

EKU ID# _____

SS# (Last 4 digits only) _____ ORG _____

Period Begin _____ End _____

Employee Signature _____ Phone # _____

Supervisor Signature _____ Phone # _____

Do not write in this area, for payroll use only.

WEEK ONE

	In	Out	Lunch	In	Out	Hours Worked	Hours Not Worked/Code	
SUN						0.00		
MON						0.00		
TUES						0.00		
WED						0.00		
THURS						0.00		
FRI						0.00		
SAT						0.00		
TOTAL						0.00	0.00	

WEEK TWO

	In	Out	Lunch	In	Out	Hours Worked	Hours Not Worked/Code	
SUN						0.00		
MON						0.00		
TUES						0.00		
WED						0.00		
THURS						0.00		
FRI						0.00		
SAT						0.00		
TOTAL						0.00	0.00	

Include Codes for Hours Not Worked _____
 H=Holiday WC=Worker's Compensation
 V=Vacation CL=Court Leave
 S=Sick ML=Military Leave

FAILURE TO CODE "HOURS NOT WORKED" = HOURS WITHOUT PAY