

# 1. BI WEEKLY DOCUMENT

## 1.1. Details

|             |               |                 |
|-------------|---------------|-----------------|
| 12345       | Test TA       | 12/13/2017      |
| Employee ID | Employee Name | Pay Period Date |

|                                |                            |
|--------------------------------|----------------------------|
| Pay Group Description          | Bi-weekly Student          |
| Work Department Name/Mail Code | Computing, College of/0280 |
| Home Department Name/Mail Code | Computing, College of/0280 |

## 1.2. Week 1: 11/30/2017 - 12/06/2017

| TIME REPORT       |     |     |     |      |             |            |             |
|-------------------|-----|-----|-----|------|-------------|------------|-------------|
| BY DAY            | Reg | Hol | Vac | Sick | Other Hours | Other Code | Total Hours |
| Thursday          | 1   | 0   | 0   | 0    | 0           | 0          | 1           |
| Friday            | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Saturday          | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Sunday            | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Monday            | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Tuesday           | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Wednesday         | 1   | 0   | 0   | 0    | 0           | 0          | 1           |
| Total Time Report | 2   | 0   | 0   | 0    | 0           | 0          | 2           |

| TIME DISTRIBUTION       |     |     |     |      |             |            |             |
|-------------------------|-----|-----|-----|------|-------------|------------|-------------|
| BY PROJECT              | Reg | Hol | Vac | Sick | Other Hours | Other Code | Total Hours |
| 2301TUEX                | 2   | 0   | 0   | 0    | 0           | 0          | 2           |
| Total Time Distribution | 2   | 0   | 0   | 0    | 0           | 0          | 2           |

### 1.3. Week 2: 12/07/2017 - 12/13/2017

| TIME REPORT       |     |     |     |      |             |            |             |
|-------------------|-----|-----|-----|------|-------------|------------|-------------|
| BY PROJE CT       | Reg | Hol | Vac | Sick | Other Hours | Other Code | Total Hours |
| Thursday          | 1   | 0   | 0   | 0    | 0           | 0          | 1           |
| Friday            | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Saturday          | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Sunday            | 1   | 0   | 0   | 0    | 0           | 0          | 1           |
| Monday            | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Tuesday           | 0   | 0   | 0   | 0    | 0           | 0          | 0           |
| Wednesday         | 1   | 0   | 0   | 0    | 0           | 0          | 1           |
| Total Time Report | 3   | 0   | 0   | 0    | 0           | 0          | 3           |

| TIME DISTRIBUTION       |     |     |     |      |             |            |             |
|-------------------------|-----|-----|-----|------|-------------|------------|-------------|
| BY PROJE CT             | Reg | Hol | Vac | Sick | Other Hours | Other Code | Total Hours |
| 2301TU EXP              | 3   | 0   | 0   | 0    | 0           | 0          | 3           |
| Total Time Distribution | 3   | 0   | 0   | 0    | 0           | 0          | 3           |

### 1.4. Signature

I do hereby certify that the hours shown on the above time report are true and correct to the best of my knowledge and belief.



Employee signature

04-12-2017

Departmental Approval/Date

| Campus Closed Day  | CCD   |
|--------------------|-------|
| Other Hours        | Codes |
| Call Back Overtime | CLL   |
| Jury Duty          | JRY   |
| Military Duty      | MIL   |