THE UNIVERSITY OF MEMPHIS®

Regular Bi-Weekly Employee Time Sheet
*E.C. instructions | Click here for online help.

Name				UID				Organization Code	
Two Week Period Beginning (Sat)				Ending (Fri)					

Week 1	Regular Hours	Annual (170)	Sick (180)	Straight Overtime (032)	Premium Overtime (035)	Holiday (150)	Other* Hours	Other* E.C. *	Total
SAT									
SUN									
MON									
TUE									
WED									
THU									
FRI									
TOTAL									
Week 2									
SAT									
SUN									
MON									
TUE									
WED									
THU									
FRI									
TOTAL									
GRAND TOTAL									

PERIOD SUMMARY	Beginning Balance	Usage	Pre-Accrual Balance	Accrual** **Only record when pay period covers month end	Ending Balance
Sick Leave					
Annual Leave					

FOR TIMEKEEPER USE ONLY:

Payroll Number _____

ECLS _____

Position _____

Suffix _____ Organization_____

(Timekeeper's Initials)

I certify that hours worked as reported above are true and accurate in accordance with University policies & procedures. All work assignments for Federal Work and Study students have been performed in a satisfactory manner.

Employee Signature _____Date_____

Supervisor Signature_____Date_____

Entered by: _____ Date:_____

The University of Memphis is an Equal Opportunity/Affirmative Action University.