

LOYOLA MARYMOUNT UNIVERSITY

EMPLOYEE'S TIME SHEET

NON-EXEMPT BI-WEEKLY PAYROLL

Name:

Pay Period:

Department:

PAYROLL USE ONLY

Day	In	Out	In	Out	Total Daily Hours		Over Time	Double Time	Vac	Sick
Sun.										
Mon.										
Tue.										
Wed.										
Thu.										
Fri.										
Sat.										
Total This Week										
Sun.										
Mon.										
Tue.										
Wed.										
Thu.										
Fri.										
Sat.										
Total This Week										
Total This Period										

Comments*:

*Under Comments describe any absenteeism or irregular hours.

Employee's Signature

Reviewed and Approved by:
Supervisor or Department Head