

NOTE: The Web Time automated time system is the preferred method for time reporting. Completed time reporting is due each Monday following pay day by 10PM unless special request for early submission is made by the payroll office. Look for exceptions in EKU Today.

# EKU BIWEEKLY TIME CARD

**Paper Timecards are processed on the next regularly scheduled payroll. FALSIFYING INFORMATION MAY RESULT IN TERMINATION OF EMPLOYMENT.**

NAME \_\_\_\_\_  
Last First

EKU ID# \_\_\_\_\_ Org: \_\_\_\_\_

Period Begin \_\_\_\_\_ Period End: \_\_\_\_\_

I certify the time reported herein is true and correct for the pay period shown above.

Employee Signature \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Phone # \_\_\_\_\_

This timesheet is \_\_\_\_\_ of \_\_\_\_\_

Example: 1 of 1, 1 of 2, 3, .....

Original \_\_\_\_\_ Revised \_\_\_\_\_ Additional \_\_\_\_\_

Briefly explain a revised or additional time card.

**PAYROLL USE ONLY**

Day	Date	In	Out	Lunch	In	Out	Hours Worked	Hours Not Worked	
								code	hours
SUN									
MON									
TUES									
WED									
THURS									
FRI									
SAT									

WEEK ONE

If using deferred EKU time, please indicate what EKU Day(s) you are using the time for:	<b>Total Week 1</b>	
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Day	Date	In	Out	Lunch	In	Out	Hours Worked	Hours Not Worked	
								code	hours
SUN									
MON									
TUES									
WED									
THURS									
FRI									
SAT									

WEEK TWO

<b>Total Week 2</b>	
<b>Grand Total</b>	

**INCLUDE CODES FOR HOURS NOT WORKED**

- H=Holiday
- V=Vacation
- S=Sick
- CL=Court Leave
- BRV=Bereavement
- WC=Worker's Compensation
- FLH=Floating Holiday
- ML=Military Leave
- SST = Sustainability Savings Time Off
- EKU Closing=President Time Off

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

All fields must be completed in order to process this time card for payment

**BIWEEKLY TIME CARD**