

# 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							
MON							
TUES							
WED							
THURS							
FRI							
SAT							
TOTAL							

**WEEK TWO**

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

## INCLUDE CODES FOR HOURS NOT WORKED

H=Holiday WC=Worker's Compensation  
V=Vacation FLH=Floating Holiday  
S=Sick ML=Military Leave  
CL=Court Leave ECU Closing=Bad Weather  
BRV=Bereavement ECU Closing=President Time Off

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