EKU BIWEEKLY TIME CARD

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	EKU Closing=Bad Weather
BRV=Bereavement	EKU Closing=President Time Off