

THE UNIVERSITY OF ALABAMA SYSTEM OFFICE

EMPLOYEE TIME AND ATTENDANCE SHEET

BI-WEEKLY EMPLOYEES

SOCIAL SECURITY NO. _____

PERIOD BEGIN DATE _____

NAME _____

PERIOD ENDING DATE _____

DATE	DAY	REGULAR	VACATION	SICK	OTHER*	TOTAL	COMMENTS
	MONDAY						
	TUESDAY						
	WEDNESDAY						
	THURSDAY						
	FRIDAY						
	SATURDAY						
	SUNDAY						
TOTALS							
Overtime Hours**							

DATE	DAY	REGULAR	VACATION	SICK	OTHER*	TOTAL	COMMENTS
	MONDAY						
	TUESDAY						
	WEDNESDAY						
	THURSDAY						
	FRIDAY						
	SATURDAY						
	SUNDAY						
TOTALS							
Overtime Hours**							

*Example: Personal Holidays, Bereavement, Administrative, etc.

** Hours worked above 40 hours in a week

Date

Employee Name

Supervisor Name