



## Bi-Weekly Timesheet

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Hours Worked		
Week 1									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
							Week 1 Total	Regular	Overtime

Employee Name: \_\_\_\_\_

WKU ID: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Instructions:** The Fair Labor Standards Act and the Commonwealth of Kentucky labor laws require that a record of hours worked on a weekly basis be maintained for all non-exempt employees. The University workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Time should be rounded to the nearest quarter hour. **Documented time on this record should be transferred to a recap timesheet and turned in bi-weekly to the Payroll Office.**

For days not actually worked, enter the appropriate code as follows:  
*V=Vacation Leave, S=Medical/Sick Leave; W=Leave without pay; H=Holiday*  
 Important: This form is not used for official reporting of vacation and medical/sick leave. All paid time off should be reported in TopNet.

**Compensatory Time** - Compensatory time is not allowed by either state law or University policy. All hours worked must be paid at either the regular or overtime rate as applicable.

I certify that this record is accurate and accounts for my time during the indicated period.

Employee Signature: \_\_\_\_\_

I certify that the hours recorded and coded on this form are correct to the best of my knowledge and are in accordance with University policy.

Supervisor Signature: \_\_\_\_\_

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Hours Worked		
Week 2									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
							Week 2 Total	Regular	Overtime

*Department/Unit Heads are responsible for maintaining this record in **departmental files** on each covered employee for a period of **three (3) years**. These records may be checked for compliance at anytime by the Department of Human Resources or by the Internal Auditor.*