

Harding University Bi-Weekly Staff Time Sheet

H Number	Name	Fund	Org	Account	Program

Timesheets are due on Monday following the second work week.

Office Use Only		
Regular _____	Vacation _____	Other _____
Sick _____	Holiday _____	Total _____

Period Covered	A.M.		P.M.		Hours Worked	Vacation Hours	Holiday Hours	Sick Leave	Total Hours
	In	Out	In	Out					
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Totals									

Period Covered	A.M.		P.M.		Hours Worked	Vacation Hours	Holiday Hours	Sick Leave	Total Hours
	In	Out	In	Out					
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Totals									

I hereby certify that I worked the hours listed

This employee has worked the hours listed

Employee's Signature

Supervisor's Signature