

WHITE CLOUD PUBLIC SCHOOLS
BI-WEEKLY TIME AND LEAVE SHEET

Name: _____

Administrator/Supervisors Signature: _____

Pay period ending: _____

Department: _____

Leave day types
 PS - personal day
 SRA-school related activity
 CONF-conference
 SD - sick day
 FSD - family sick
 VC - vacation day

TIMECARD 1ST WEEK			TIMECARD 2ND WEEK			LEAVE DATE	TYPE USED	# OF DAYS
START AND END TIME			START AND END TIME					
Date			Date					
Monday	IN		Monday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Tuesday	IN		Tuesday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Wednesday	IN		Wednesday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Thursday	IN		Thursday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Friday	IN		Friday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Saturday	IN		Saturday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Date			Date					
Sunday	IN		Sunday	IN				
Total hours	OUT		Total hours	OUT				
	IN			IN				
	OUT			OUT				
Total Hours For This Week			Total Hours For This Week					
PAYROLL OFFICE USE ONLY			PAYROLL OFFICE USE ONLY			PAYROLL OFFICE USE		
Overtime Hours:			Overtime Hours:					
Hours Worked 1st Week:			Hours Worked 2nd Week:					
Overtime Wage:			Overtime Wage:					
Hourly Rate:			Total Bi-weekley Hours Worked:					
Overtime Rate:			Gross Wage 2nd Week:					
Gross Wage 1st Week:			Total Bi-weekley Gross Wage:					