

**UNIVERSITY OF NEW ENGLAND
BI-WEEKLY TIME REPORT**

From Sunday 11/27 20 16 To Saturday 12/10 20 16

Personal Reference # (PRN): 910 - - - - -

Employee Name First Last Dept. Dept name

Report actual hours worked. Do not include lunch period.

FIRST WEEK HOURS				SECOND WEEK HOURS			
	In	Out	Day Total		In	Out	Day Total
Sunday /				Sunday /			
Monday 11/28	8:00	12:00	8	Monday 12/5	8:00	12:00	8
	12:30	4:30			12:30	4:30	
Tuesday 11/29	8:00	12:00	8	Tuesday 12/6	8:00	12:00	8
	12:30	4:30			12:30	4:30	
Wednesday 11/30	7:30	12:00	8.5	Wednesday 12/7	8:00	12:00	8
	12:30	4:30			12:30	4:30	
Thursday 12/1	8:00	12:00	4 4 vac	Thursday 12/8	8:00	12:00	8
					12:30	4:30	
Friday 12/2	8:00	12:00	8	Friday 12/9	8:00	12:00	8.5
	12:30	4:30			12:30	5:00	
Saturday /				Saturday /			
TOTAL FIRST WEEK			36.5 Reg 4 vac	TOTAL SECOND WEEK			40 Reg .5 OT

APPROVAL SIGNATURES		Regular	76.5
Employee:	Date:	Overtime	.5
		Holiday	
		Sick	
		Vacation	4
Supervisor:	Date	Personal	
		Float	
		Other	
		TOTAL	81
Employee's Primary Campus (please check one: Biddeford Campus [<input checked="" type="checkbox"/>] or Portland Campus [<input type="checkbox"/>]		TOTAL HOURS REPORTED BOTH WEEKS	

TIME SHEET DEADLINE IS MONDAY NOON IN PAYROLL OFFICE

I recognize that if I take any paid vacation prior to my having earned it, the vacation time shall be treated as an advance from UNE to me. If my employment from UNE should end prior to my fully earning any vacation time advanced to me, I authorize UNE to deduct, from my paycheck(s) any monies owed on unearned vacation time.