

**UNITY COLLEGE  
PAYROLL TIME SHEET**

Name \_\_\_\_\_

Department \_\_\_\_\_

Two Wks. Ending \_\_\_\_\_

	Date	Regular Hours	Sick Hours	PTO Hours	Overtime Hours	Holiday Hours	Other Hours	Total Hours
SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								
SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								
<b>TOTAL</b>								

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NOTE:**

When recording hours in (other) column, use the following codes to designate the type of hours taken:

B - Bereavement Leave

C - Call In

F - Funeral  
Leave

J - Jury Duty

T - Training