



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. **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.*