

Centenary College Weekly Timesheet

For Administrative Employees (AE), Paid on Hourly Basis (for Administrative Assistants & Office Workers)

Authorized # Part-time Weekly Hours _____
 Authorized # Full-time Weekly Hours _____

Week Ending Sunday Date: _____
 Employee Name: _____
 Department: _____

Day	In	Lunch		Out	Total Hours	Regular Hours	Overtime Hours	Comp* Earned	Comp* Taken	Shift Time	Premium Overtime	Comments
		Out	In									
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

*Comp= Compensatory Time

Codes for Approved Time Off

- | | |
|---------------------|----------------------|
| V=Vacation | B= Bereavement |
| S=Sick | J=Jury Duty |
| H=Holiday | D=Disability |
| P=Personal | LOA=Leave of Absence |
| X=Unexcused Absence | |

Approved by: _____
 Supervisor Signature

 Supervisor Printed Name

Please submit timesheet to the Payroll Office