

Centenary College Weekly Timesheet
For Administrative Employees (AE), Paid on Hourly Basis
 (for Equine Barn Workers, Telephone Operators, Tutors, Van Drivers)

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 this timesheet to the Payroll Office