

# ALLEGHENY COLLEGE

## BI-WEEKLY PAYROLL / ATTENDANCE REPORT

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

Year \_\_\_\_\_

WEEK OF										PAYROLL DEPARTMENT USE	
FROM:	TO:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	REGULAR	OVERTIME
TOTALS											

Each day is to be recorded with the regular number of hours normally scheduled to work as either worked or absent. Mark absenteeism with the appropriate letter code followed by the hours that are applicable to that code (e.g. S-3). Hours should be rounded to the nearest quarter hour. Hours worked in excess of your normally scheduled work day should be coded as "M" with an explanation provided in the box below.

Uniform Coding:   H     -     Holiday           V     -     Vacation  
                       P     -     Personal       WP    -     Without Pay  
                       S     -     Sick            M     -     Other (Supervisory explanation  
                       W     -     Hours Worked                               below)

"M" Explanation:

EMPLOYEE #	PAYROLL DEPARTMENT USE		
ACCOUNT	HOURS	RATE	AMOUNT
TOTALS:			

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit to the Human Resource Office – Box 4