

NEW HAMPSHIRE INSTITUTE OF ART

HOURLY/NON-EXEMPT TIME & ATTENDANCE BI-WEEKLY RECORD

Employee Name: _____

Pay Period Ending Date: _____

Department Name/Code: _____

Please use a separate timesheet when reporting hours for more than one department.

WEEK ONE								
Day	Date	Start Time	Meal Period Time Out	Meal Period Time In	End Time	Annual Leave Hours Used	Sick Leave Hours Used	Day Total
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total WORKED hours for Week One:

WEEK TWO								
Day	Date	Start Time	Meal Period Time Out	Meal Period Time In	End Time	Annual Leave Hours Used	Sick Leave Hours Used	Day Total
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Total WORKED hours for Week Two:

Employee Signature

Date Signed

*Timesheets must be submitted to payroll by 10:00AM Monday of a pay week.

Supervisor Signature

Date Signed

Payroll Initials Reviewed by Payroll