

TEMPORARY EMPLOYEE BI-WEEKLY TIME SHEET

JD-ES-74A New 2-16

**Submit Salary Invoice Temporary
Employee JD-ES-74 to your
Supervisor for Approval and
Process in JASMIN Temporary
Attendance NP-16, 17, 18 & 19.**

INSTRUCTIONS FOR COMPLETING THE BI-WEEKLY TIME SHEET (Please Print):

- 1) EMPLOYEE'S NAME - *Regular Work Schedule* (e.g., 8:00 a.m. to 4:30 p.m.), *Pay Period* (start date and end date of pay period)
- 2) START TIME - *Enter time you arrived at work* (e.g., 8:00 a.m.)
- 3) END TIME - *Enter time you departed from work* (e.g., 4:30 p.m.)
- 4) FOR CW AND OT - **Specify Comp. Time Hours Worked or Overtime Hours Worked**
 1. Date - Enter the date for which you earned comp. time or worked overtime. (e.g., "Friday 11/5")
 2. Preapproved - Either Y or N must be entered for each day the OT or CW code is used to document preapproval by an authorized individual.
 3. Reason - A reason must be given each time a CW or OT code is used. This space is also to be used to explain why preapproval was not obtained.
- 5) For jury duty, inclement weather or granted time off (emergency), indicate the code in the total hours worked box, under the date on which the event occurred (Code: J-Jury Duty; C-Comp. Time used; W-Workers' Comp. undetermined; K-Inclement Weather; G-Granted Time Off-Emergency). Write the number of hours that you were away from your job, next to the code. (E.g. If you served on jury duty for seven hours on Thursday, you would write 7.0 J under total hours worked, below Thursday).

Employee Name								Regular Work Schedule Start Time		Regular Work Schedule End Time				
Pay Period Start Date			Pay Period End Date											
Hours	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
DATE														
START TIME														
END TIME														
TOTAL HOURS														

For each entry of comp. time worked (CW) or overtime (OT), please provide the following information:

Date	Code (CW or OT) Hours Worked	Preapproved (Yes or No)	Reason

Date	Code (CW or OT) Hours Worked	Preapproved (Yes or No)	Reason

Employee's Signature

By signing this time sheet, I am certifying under penalties for violating Judicial Branch policy, that I have carefully reviewed this document and to the best of my knowledge and belief, it is a complete, true and accurate statement of the information pertaining to my attendance for the period as required by Judicial Branch policy.

Approved by: Supervisor's Signature

By approving this time sheet, I am certifying under penalties for violating Judicial Branch policy, that I have carefully reviewed this document and to the best of my knowledge and belief, it is a complete, true and accurate statement of the information of the named employee's attendance for the period as required by Judicial Branch policy.

SUBMIT TO YOUR TIME AND ATTENDANCE COORDINATOR ON PAYDAY THURSDAY