

◆ Mechanical & Aerospace Engineering, UC DAVIS ◆

EMPLOYEE BI-WEEKLY TIME RECORD

Payroll Period: _____ through _____ Due: _____

Employee Name: _____

Please Print Legibly

Week One: Hours Worked

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL

Week Two: Hours Worked

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL

Bi-weekly Total Hours

I hereby certify that the time recorded is correct and has been reported to the nearest quarter hour:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Paid Via: ~~AWU~~U^|ã c ~~AWED~~ ~~AWU~~ Date: ~~AWU~~ ~~AWU~~ By: _____

Notes: _____
