

Marywood University Employee Time Report

BI-WEEKLY PAYROLL PERIOD

WEEK

DAY	TIME IN	ABSENT	LUNCH		TIME OUT	TOTAL HRS	COMMENTS
			OUT	BACK			
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							

TOTAL WEEKLY HOURS

WEEK

DAY	TIME IN	ABSENT	LUNCH		TIME OUT	TOTAL HRS	COMMENTS
			OUT	BACK			
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							

TOTAL WEEKLY HOURS

TOTAL BI-WEEKLY HOURS

Employee Signature _____

Supervisor Signature _____