

ID#:
Name:
Dept:
Dates:

Lewis & Clark College Non-Exempt Employee Timesheet

Date	Regular	Vacation	Sick	Holiday	Other	Unpaid	Additional	Overtime	Holiday Wkd	Explanation of Other Variations	Date	Regular	Vacation	Sick	Holiday	Other	Unpaid	Additional	Overtime	Holiday Wkd	Explanation of Other Variations	
24											8											
25											9											
26											10											
27											11											
28											12											
29											13											
30											14											
31											15											
1											16											
2											17											
3											18											
4											19											
5											20											
6											21											
7											22											
											23											

MONTHLY HOURS

1. Regular Hours	<u>0</u>
2. Vacation Hours	<u>0</u>
3. Sick Leave Hours	<u>0</u>
4. Holiday Leave Hours	<u>0</u>
5. Other Leave Hours	<u>0</u>
6. Unpaid Leave Hours	<u>0</u>
TOTAL MONTHLY HOURS	0

OTHER COMPENSABLE HOURS

1. Additional	<u>0</u>
2. Overtime	<u>0</u>
3. Holiday Hrs. Worked	<u>0</u>
TOTAL ALL HOURS	0

	Starting Balance	Accrued	Used	Ending Balance
VAC				
SICK				

Please list vacation & sick leave figures in hours.

Thanks.

Employee's Signature _____

Supervisor's Signature _____