LAKE-GEAUGA UNITED HEAD START, INC.
BIWEEKLY EMPLOYEE TIMESHEET

Employee Name: _____ **ID Number:** _____

Pay Period: _____ **to** _____

Prog Elem Code	Pay Code	Total Hours	Date Mon	Date Tues	Date Wed	Date Thurs	Date Fri	Date Sat	Date Mon	Date Tues	Date Wed	Date Thurs	Date Fri	Date Sat
		0												

TOTALS **Record¼ hour as .25; record½ hour as .50; record¾ hour as .75**

PAY CODES: **LEAVE TAKEN CODES:**

RT-Regular Time
OT-Over Time
RE-Retroactive Pay

9951-AL-Annual
9952-SL-Sick
9953-HL-Holiday

9954-PL-Personal Leave
9955-JD-Jury Duty
9956-ML-Military Leave

9957-FL-Funeral
9959-OL-Other Leave
9960-LP-Leave w/o Pay
9961-FH-Floating Holiday

Prog Elem Code	Pay Code	Total Hours	Date Mon	Date Tues	Date Wed	Date Thurs	Date Fri	Date Sat	Date Mon	Date Tues	Date Wed	Date Thurs	Date Fri	Date Sat
9960	**LP**													

I hereby affirm that this record is a true and complete statement of my hours and work activities.

Employee Signature: _____ **Date:** _____

I hereby certify that the entries on this record represent an accurate statement of time and activity and authorize the hours reported to be processed for payment and the above pay code to be charged.

Immediate Supervisor's Signature: _____ **Date:** _____

Comments:

Revised 7/30/2019