## Standard Bi-Weekly Payroll

### Pay Period
- **Beginning Date:** 6/5/16
- **Ending Date:** 6/18/16

#### Instructions:
- Enter beginning date of pay period and ending date of pay period. Enter times in and out using the following format: `h:mm AM/PM`. Enter the type of hours using the chart below.
- The two periods allow for two types of hours on a single day, i.e., regular in morning and vacation in afternoon.
- For other situations such as bereavement, etc. contact the payroll office for instructions.

### Special Events Pay Notes
- If the special event hours cause the person to be in an overtime situation, then the effective rate must be no less than 1.5 times the normal hourly rate.
- It is incumbent on the site to ensure proper written approval is obtained prior to allowing any overtime hours to be worked and that it is noted on the timesheet. The hourly or set amount rate must be noted in the SP Rate section.

### Other Pays (Special, partial day leave, etc.)

#### Week 1
- **Sunday:** 6/5/16
  - **Time in:** 3:00 PM
  - **Time Out:** 6:00 PM
  - **Hours Type:** 3.00 SP
  - **Total:** 3.00

#### Week 2
- **Sunday:** 6/12/16
  - **Time in:** 0.00
  - **Time Out:** 0.00
  - **Total:** 0.00

### SP Rate:
- **R** Regular Hours: 76.00 2.50 78.50
- **S** Sick Hours: 0.00 1.00 1.00
- **V** Vacation Hours: 0.00 0.00 0.00
- **H** Holiday Hours: 0.00 0.00 0.00
- **SP** Special: 3.00 3.00 3.00

#### Total Hours:
- **First Period:** 79.00
- **Second Period:** 3.50
- **Total:** 82.50
- **Check:** 82.50

### Date Submitted

#### Employee Signature

#### Supervisor Signature