

BARUCH COLLEGE

BUILDINGS AND GROUNDS - BI-WEEKLY TIME REPORT

Employee Name	Social Security #	Pay Period From:
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Dept Name: Buildings & Grounds	Employee Status: (Check One) Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Temp: <input type="checkbox"/>
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Day	Date	Start Time	Out	In	Out	Leave Code	Leave Hours	Total Hours	OT Hours	Shift Hours	Holiday	Comp Earned
								Straight Time	Overtime	Shift		Holiday or OT
Sun												
Mon												
Tue												
Wed												
Thurs												
Fri												
Sat												
				Week One	Totals							
Sun												
Mon												
Tue												
Wed												
Thurs												
Fri												
Sat												
				Week Two	Totals							
Grand total for 1st & 2nd weeks												
Payment Code:									OTE	AS2	HPJ	

LEAVE CODES:

- A - Annual/Comp J - Jury Duty
- B - Bereavement H - Holiday
- M - Military S - Sick

Employee Signature & Date: _____

EARNED COMP CODES:

- (OT) - Over Time
- (H) - Holiday

Supervisor Signature & Date: _____