|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Org Code: | Last Name: | First Name: | Banner I.D. | Pay Period Start/End Date: | Employee’ Signature: |
| Department: | Position Number | Rate Of Pay: | Contract Number:      | Distribution:**[ ]** Dept. **[ ]** Employee **[ ]** Payroll | Approved By: |

 **PRINT APPROVER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WEEK 1** | **WEEK 2** |  |  |
| Regular Earnings | **S** | **M** | **T** | **W** | **TH** | **F** | **S** | **Week 1 Total** | **S** | **M** | **T** | **W** | **TH** | **F** | **S** | **Week 2 Total** | **CODE** | **GRAND TOTAL** |
| Regular Hours |       |       |       |       |       |       |       | 0.00 |       |       |       |       |       |       |       | 0.00 | CTP | 0.00 |
| **OVERTIME FOR PAY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 1/2x Reg Hrly Rate |       |       |       |       |       |       |       | 0.00 |       |       |       |       |       |       |       | 0.00 | OT1 | 0.00 |
| “2x Hrly Rate” |       |       |       |       |       |       |       | 0.00 |       |       |       |       |       |       |       | 0.00 | OT2 | 0.00 |
| Other  |       |       |       |       |       |       |       | 0.00 |       |       |       |       |       |       |       | 0.00 |  | 0.00 |