



### BIWEEKLY ATTENDANCE REPORT

Employee #			Del. Drop			Dept.			Pay Period From To							
Name						Award/Project (If multiple awards/projects, enter information below)										
Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
Date																
In																
Out																
In																
Out																
<b>Overtime</b>																
In																
Out																
Total																
<b>CERTIFICATIONS:</b> <b>Employee:</b> I certify that the above time and attendance information is true and complete to the best of my knowledge.  Employee _____ Supervisor _____ Project Director _____											<b>Supervisor/Project Director:</b> I confirm that the employee worked 100% on the award noted above. If the employee worked on multiple awards and projects, the distribution of hours is as noted below.  Date _____ Date _____ Date _____				<b>Summary</b> Regular Hours Overtime Hours Premium Hours Total	
<u>Award/Project</u>		<u>Hours</u>		<u>Award/Project</u>		<u>Hours</u>		<u>Award/Project</u>		<u>Hours</u>		<u>Award/Project</u>		<u>Hours</u>	<u>Total Hours</u>	
<b>Leave</b>	<b>Vacation</b>	<b>Sick</b>	<b>Personal</b>	<b>Other</b>	<b>Leave w/o Pay</b>	<b>Notes</b>										
Time Used																
Time Accrued																
Balance																