

PLU Hourly Staff Time Sheet

Full Name: _____
 PLU ID: _____
 Job Title: _____
 Department: _____

Period Start Date: _____
 Period End Date: _____

We are not able to accept incorrect or incomplete timesheets. Please follow the example and fully complete the timesheet before submitting.

Day Of Week & Date		Worked Hours		Leave Used (Non-Worked Hours)				Total Hrs For Day	
		Regular Pay Time In/Out		Total Hrs	Code	Hours	Code		Hours
Example	6/1/2024	9:00am-12:00pm, 1:00pm-3:00pm		5.00	SIC	1.00	VAC	2.00	8.00
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Total Hours Summary	
Regular Pay:	_____
Vacation:	_____
Sick Leave:	_____
Flexible Time Off:	_____
Holiday Leave:	_____
PLU Holiday Worked:	_____
Flex Holiday:	_____
Travel Hours:	_____
Bereavement:	_____
Jury Duty:	_____
Leave Without Pay:	_____
University Closure:	_____
Total Hours for Period:	_____

Leave Codes	
VAC - Vacation	TRA - Travel Hours
SIC - Sick Leave	BRV - Bereavement
SFH - Flexible Time Off	JUR - Jury Duty
HLH - Holiday Leave	LNP - Leave No Pay
PLH - Holiday Worked	UCL - Univ. Closure
HLX - Flex Holiday	

Payroll Only: Weekly Hours Summary			
	Worked	Leave Used	Total Hrs
Week 1:			
Week 2:			
Week 3:			
Week 4:			

Employee Signature & Date

Supervisor Signature & Date