

## 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 1	Hours 1	Code 2	Hours 2	
<i>*Example*</i>	6/1/2025	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:	
Floating Holiday Bank:	
Travel Hours:	
Bereavement:	
Jury Duty:	
Leave Without Pay:	
University Closure:	
<b>Total Hours for Period:</b>	

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 - Floating Holiday Bank	

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

Employee Signature & Date

Supervisor Signature & Date

Submit timesheet to the Payroll Office in Admin #106 by the deadline for the period