BOISE STATE UNIVERSITY EMPLOYEE TIME SHEET

Employee ID: _____ Name: _____ Pay Group: _____

SSN: _____ Phone: _____ Employee Class: _____

Department: _____ Department Code: _____ PCN: _____

Shift Pay: _____ Job Code: _____

COMMENTS	DAY	DATE	REG	VAC	SIC	MDA			SUBTOTAL	OTP	OTA	OTS	TOTAL
	SUN												
	MON												
	TUE												
	WED												
	THU												
	FRI												
	SAT												

	SUN												
	MON												
	TUE												
	WED												
	THU												
	FRI												
	SAT												

TOTALS

Account ***GL Pay Type***

REG	VAC	SIC	MDA			SUBTOTAL	OTP	OTA	OTS	TOTAL

SIGNATURES: (Original Signatures Required)

I CERTIFY THAT THE HOURS REPORTED ON THIS TIME SHEET WERE NECESSARY IN THE PUBLIC SERVICE, ARE CORRECT AND WERE ACTUALLY RENDERED. (IDAHO CODE 67-2012)

_____ _____ _____ _____

EMPLOYEE DATE SUPERVISOR DATE

EARNINGS CODES

HOURS WORKED

REG-Regular Hours
OTP-Overtime Pay Hours (1.5)
OTA-Overtime Hours Accrued (1.5)
OTS-Overtime Hours Accrued (1.0)
HOA-Holiday Worked Accrued (1.5)
HOW-Holiday Worked Paid (1.5)
HOS-Holiday Worked Accrued (1.0)
SFT-Shift Differential
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PAID LEAVE

CPT-Comp Time Taken (Compensatory balance reduced)
EAT-Earned Administrative Leave (EAL balance reduced)
MLT-Military Leave Taken (attach orders)
SIC-Sick Leave Taken (Sick leave balance reduced)
SFM-Sick Leave Taken (Family)
SBR-Sick Leave/Bereavement
JAT-On-The-Job Accident (Used for Workers Comp or Injury)
(Sick leave balance reduced)
VAC-Vacation Leave Taken (Vacation balance reduced)
HOL-Holiday Pay
MDA-Medical Appointment
MDF-Medical Appointment (Family)
JUR-Jury Duty (attach summons)

HOURS

Enter to Nearest 1/10th of an Hour

Less than 3 minutes	.0
3-8 minutes	.1
9-14 minutes	.2
15-20 minutes	.3
21-26 minutes	.4
27-32 minutes	.5
33-38 minutes	.6
39-45 minutes	.7
46-50 minutes	.8
51-56 minutes	.9