



CITY OF KENAI
BI-WEEKLY TIME SHEET

Pay Period Ending _____
 Name _____
 Department _____
 Position _____
 Employee ID# _____

DESCRIPTION	FIRST WEEK								SECOND WEEK								GRAND TOTAL	CODE	PAYROLL USE ONLY	
	M	T	W	T	F	S	S	TOTAL	M	T	W	T	F	S	S	TOTAL				
Salaried/Exempt Hours Worked																			1-01	
Regular/Temp Hours Worked																			1-02	
Leave Used																			3-01	
Holiday Hours																			7-	
Overtime 1.5 Worked																			2-01	
Overtime 2.0 Worked																			2-02	
Overtime 2.5 Worked																			2-03	
FLSA OT																			11-00	
Shift Differential 2%(Shift Starting after 2:00 p.m./before 6:00 p.m.)																			5-01	
Shift Differential 4%(Shift Starting after 6:00 p.m./before 3:00 a.m.)																			5-02	
Standby Hours																			5-03	
Other Pay																			8-	
FMLA																			3-03	
Military Leave																			3-06	
Workers' Comp																			3-05	
LWOP																			3-04	
Jury Duty																			3-07	
Notes/Calculations:																				

DISTRIBUTION ONLY

DEPARTMENT / PROJECT	FIRST WEEK								SECOND WEEK								GRAND TOTAL	CODE	PAYROLL USE ONLY	
	M	T	W	T	F	S	S	TOTAL	M	T	W	T	F	S	S	TOTAL				

EMPLOYEE _____	DATE _____	SUPERVISOR _____	DATE _____
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