OSWEGO COUNTY OPPORTUNITIES, INC.
239 Oneida Street, Fulton, NY 13069
BI-WEEKLY NON-EXEMPT EMPLOYEE TIMESHEET

EMPLOYEE NAME: _____ Pay Period: _____
ID Number: _____ Pay Date: _____

Week #1

| Date: | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Activity | SUN | MON | TUES | WED | THUR | FRI | SAT | |
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| | | | | | | | | |
| Vacation | | | | | | | | |
| Floating Hol | | | | | | | | |
| Bonus Day | | | | | | | | |
| Prog Des Hol | | | | | | | | |
| Holiday | | | | | | | | |
| Sick | | | | | | | | |
| Personal | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

Actual hours worked Week 1 _____
Total Paid Hours Week 1 _____

Week #2

| Date: | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Activity | SUN | MON | TUES | WED | THUR | FRI | SAT | |
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| | | | | | | | | |
| | | | | | | | | |
| Vacation | | | | | | | | |
| Floating Hol | | | | | | | | |
| Bonus Day | | | | | | | | |
| Prog Des Hol | | | | | | | | |
| Holiday | | | | | | | | |
| Sick | | | | | | | | |
| Personal | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

Actual hours worked Week 2 _____
Total Paid Hours Week 2 _____

Total Hrs Paid this pay period weeks 1&2 _____

| Activity | Program Code | RT/ OT/ SP | TOTAL HOURS | PAY GRADE |
|---|---|---|---|---|
| Special Hol Pay | | SP | | |
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| | | | | |
| Vacation | 995100 | | | |
| Floating Hol | 996100 | | | |
| Bonus Day | 996100 | | | |
| Prog Des Hol | 996100 | | | |
| Holiday | 995300 | | | |
| Sick | 995200 | | | |
| Personal | 995400 | | | |
| Bereavement | 995500 | | | |
| Jury | 995600 | | | |
| TOTALS: | | | | |

I hereby affirm the hours recorded are a true and complete statement of my actual hours and activities.

Employee: _____
Date: _____

I certify that the hours on this record represent an accurate statement of actual hours and activity and authorize the hours reported to be processed for payment and the above activities to be charged.

Immediate Supervisor: _____
Date: _____

Record: (3/4 hours as .75) (1/2 hours as .50) (1/4 hours as .25)
Revised: 1/07