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**Grand Total Hours:** 84.50

**Earn Code:**
- REG: Total Hours 47.00
- PNS: Total Hours 13.00
- HOL: Total Hours 8.00
- O/T: Total Hours 4.50
- JUR: Total Hours 4.00
- BER: Total Hours 8.00

**Comments:**
- This section does not calculate for you; you must do it manually.

**Employee’s Signature:**

**Supervisor Signature:**

**Employee's Date:**

**Supervisor's Date:**

**Employee's Phone Extension:**

**Supervisor's Phone Extension:**
Instructions:

Paper time sheets are only required if the web time entry deadline was missed.

Enter the employee Name and RIN (please print neatly)

Enter the date next to the appropriate day of the week.

Enter the Earn Code (see below) and the time in and time out for each earn code on each day.

REG  Regular Pay
O/T  Overtime at 1 1/2
PNS  PTO Scheduled
PNU  PTO Unscheduled
HOL  Holiday
OTH  Other Paid Absences
BER  Bereavement Pay
JUR  Jury Duty
RTO  Reserve Time Off
LUB  Leave Unpaid w/ Benef

CAL  On Call
CL1  Call In Pay Pd at 1 ½ time
SH2  2nd Shift
SH3  3rd Shift
SH4  Overtime 2nd Shift
SH5  Overtime 3rd Shift
NYS  NYS Disability
WCO  Workers Com > 5 Days
WCP  Workers Comp 1st 5 Days
DOC  Docked Pay

Total the hours for each earn code for each day.

Calculate a total hours for each earn code for the entire period.

Calculate and enter the total hours to be paid.

Obtain the employee's signature if available.

Approver Signature is required.

Comments:  Add a comment as to why the time sheet was not submitted via the web time entry process.

Send the time sheet to the Payroll Office at FINANCE_RICE@rpi.edu