

SIGN-IN/OUT FORM

FAMILY MEDICINE AND PUBLIC HEALTH SCIENCES

Pay Period #: _____

SIGN-IN/OUT FORM INSTRUCTIONS: Record your TIME IN & OUT for each day worked. Team members cannot enter in and out time for fellow co-workers. You are not required to enter in and out times for allowable 15 minute breaks; however you must enter your in and out times for allowable one hour lunch periods. Do not use the Sign-In/Out form to record days that you have not actually worked (vacation, sick, etc.). Just indicate on the line 'vacation', 'illness', any purpose day, etc. Your signature is required on every line where you list an IN & OUT entry.

ATTESTATION: Please note that your signature indicates that your in and out entries are true and correct. **The Sign-In and Out form does not take the place of web-time entry responsibilities.** When totaled, your hours listed on the Sign-In and Out Form must not differ from the total hours entered into web-time entry. NOTE: This form must be kept for 7 years - per auditing guidelines regarding personnel documentation.

Week 1 of Pay Period

Employee Name (Please print)	DATE	Time IN	LUNCH Out	LUNCH In	Time OUT	Total Hours	Employee Signature
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

Week 2 of Pay Period

Employee Name (Please print)	DATE	Time IN	LUNCH Out	LUNCH In	Time OUT	Total Hours	Employee Signature
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

2-week Total Hours _____

Employee Signature _____

Manager Approval:

Print Name _____

Signature or email approval _____

COMMENTS (indicate date associated with your comment):

WAYNE STATE UNIVERSITY (DRAFT)

BI-WEEKLY PAYROLL SCHEDULE for 12-Month Academic, Non-Academic, Professional and Administrative

Calendar Year 2020

PAY PERIOD NUMBER	SERVICE PERIOD (Monday- Sunday)	PAY		INSURANCE MEDICAL
		DATE	DAY	
01	12/16/19 - 12/29/19	01/08/20	W	January
02	12/30/19 - 01/12/20	01/22/20	W	February
03	01/13/20 - 01/26/20	02/05/20	W	February
04	01/27/20 - 02/09/20	02/19/20	W	March
05	02/10/20 - 02/23/20	03/04/20	W	March
06	02/24/20 - 03/08/20	03/18/20	W	April
07	03/09/20 - 03/22/20	04/01/20	W	April
08	03/23/20 - 04/05/20	04/15/20	W	May
09	04/06/20 - 04/19/20	04/29/20	W	NO DEDUCT PAY*
10	04/20/20 - 05/03/20	05/13/20	W	May
11	05/04/20 - 05/17/20	05/27/20	W	June
12	05/18/20 - 05/31/20	06/10/20	W	June
13	06/01/20 - 06/14/20	06/24/20	W	July
14	06/15/20 - 06/28/20	07/08/20	W	July
15	06/29/20 - 07/12/20	07/22/20	W	August
16	07/13/20 - 07/26/20	08/05/20	W	August
17	07/27/20 - 08/09/20	08/19/20	W	September
18	08/10/20 - 08/23/20	09/02/20	W	September
19	08/24/20 - 09/06/20	09/16/20	W	October
20	09/07/20 - 09/20/20	09/30/20	W	October
21	09/21/20 - 10/04/20	10/14/20	W	November
22	10/05/20 - 10/18/20	10/28/20	W	November
23	10/19/20 - 11/01/20	11/11/20	W	December
24	11/02/20 - 11/15/20	11/25/20	W	December
25	11/16/20 - 11/29/20	12/09/20	W	NO DEDUCT PAY*
26	11/30/20 - 12/13/20	12/23/20	W	January

** No pay deductions except for taxes, retirement, some union dues and court orders.*