

# BIWEEKLY PAYROLL SHEET

Sick Leave & Vacation Hours Tracking

Employee  
Name:

Pay Period  
Start:

Employee ID:

Pay Period  
End:

Department:

Pay Date:

## Daily Hours Log

DAY	DATE	REGULAR HOURS	SICK HOURS USED	VACATION HOURS USED	TOTAL HOURS
Monday (Day 1)					
Tuesday (Day 2)					
Wednesday (Day 3)					
Thursday (Day 4)					
Friday (Day 5)					
Saturday (Day 6)					
Sunday (Day 7)					
Monday (Day 8)					
Tuesday (Day 9)					
Wednesday (Day 10)					
Thursday (Day 11)					
Friday (Day 12)					
Saturday (Day 13)					
Sunday (Day 14)					
<b>TOTALS</b>					

## Leave Accrual & Balance Summary

LEAVE TYPE	BEGINNING BALANCE	HOURS ACCRUED	HOURS USED	ENDING BALANCE
<b>Sick Leave</b>				
<b>Vacation Leave</b>				

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Supervisor Signature & Date