### Time Sheet for Bi-Weekly Payroll

#### University of Alaska

<table>
<thead>
<tr>
<th>OVERRIDE DISTRIBUTION</th>
<th>PAY NO</th>
<th>PAYPERIOD ENDING DATE</th>
<th>EMPLOYEE NAME (LAST, FIRST, MID.)</th>
<th>EMPLOYEE ID</th>
<th>TK. LOCATION</th>
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### Week One

<table>
<thead>
<tr>
<th>ECLS</th>
<th>EC.</th>
<th>TOTAL HOURS</th>
<th>ASSIGN. MAX. HRS.</th>
<th>DIST. OF PAY</th>
<th>FUND</th>
<th>ORG.</th>
<th>ACCT</th>
<th>PROG</th>
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### Week Two

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### Override Labor Distribution

Overriding labor distribution:

- **Override Generated Pay**

When claiming leave and/or overtime, please indicate earnings code in the appropriate boxes above.

#### Leave Earnings Code

- 400 - Holiday Leave
- 420 - Personal Holiday
- 440 - Jury Duty
- 450 - Military Leave
- 500 - Annual Leave
- 550 - Sick Leave
- 601 - Family Medical Leave
- 621 - Worker's Comp
- 651 - Leave Without Pay
- 300 - Overtime
- 305 - Overtime - Student
- 320 - Shift Differential

**Employee Signature**

**Supervisor Signature**

The above signatures certify actual hours worked or authorized leave taken on the days specified.

**Original: Regional Payroll**