

**NORTHERN OKLAHOMA COLLEGE  
FULLTIME WEEKLY TIMESHEET**

NAME: \_\_\_\_\_

SS #: \_\_\_\_\_

MONTH: \_\_\_\_\_

YEAR: \_\_\_\_\_

DAY	DATE	HRS WORKED	COMP EARNED	VAC USED	SICK USED	HOLIDAY HRS	PERSONAL LEAVE	BEREAVEMENT	COMP USED	TOTAL HRS
SATURDAY										
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
WEEKLY TOTALS										

**TOTAL HOURS WORKED**  
**COMP. HOURS USED**  
**PERSONAL HOURS USED**  
**SICK HOURS USED**  
**BEREAVEMENT HOURS**  
**VACATION HOURS USED**  
**HOLIDAY HOURS**  
**COMP. HOURS EARNED**  
**WEEKLY SUBTOTAL**  
**DEDUCTION OF COMP. EARNED**  
**WEEKLY TOTAL**


**COMP HRS EARNED**  
 LESS THAN 40 HOURS (X 1)  
 WORKED OVER 40 (X 1.5)

**REG HOURS**

	1
	1.5

**TOTAL**

Personal Leave      Comp.      Sick      Vacation

Beginning Hours				
Earned				
Sub-Total				
Taken				
TOTAL				

Last Day of Month

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

SIGNATURE OF SUPERVISOR: \_\_\_\_\_

VICE--PRESIDENT APPROVAL: \_\_\_\_\_