

SAMPLE

Employee #

Name

Bi-weekly Summaries

Week 1

Date	Regular Hours Worked	COVID-19 Hours Worked	COVID-19 Admin Pay	Holiday	PL	Other	Total	Comments
3/29/2020								
3/30/2020	8.00						8.00	on-site 8 hr
3/31/2020	8.00						8.00	on-site 2 hr, work from home 6 hr
4/1/2020	8.00						8.00	work from home
4/2/2020	8.00						8.00	on-site 6 hr, work from home 2 hr
4/3/2020	8.00						8.00	work from home
4/4/2020								
Total for the week							40.00	

Week 2

Date	Regular Hours Worked	COVID-19 Hours Worked	COVID-19 Admin Pay	Holiday	PL	Other	Total	Comments
4/5/2020								
4/6/2020	8.00						8.00	on-site 8 hr
4/7/2020	8.00						8.00	on-site 8 hr
4/8/2020	8.00						8.00	on-site 8 hr
4/9/2020	8.00						8.00	on-site 5 hr, work from home 3 hr
4/10/2020	8.00						8.00	on-site 8 hr
4/11/2020								
Total for the week							40.00	
Total for the Pay Period							80.00	

Employee Signature

Date

Supervisor Signature

Date

Division Director Signature (overtime)

Date

Make sure to add in the comments section any travel dates and locations, PL comments, days left early or came in late and any other comments explaining your hours.