



Payroll Department
"Serving UMDNJ"

Bi-Weekly Floating Employee Report

For Hourly Non-Exempt Employees only

ENTER DAILY INFORMATION BELOW							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
IN	IN	IN	IN	IN	IN	IN	
OUT	OUT	OUT	OUT	OUT	OUT	OUT	
							WEEK 1 DATE
							Totals
							WEEK 2 DATE
							Totals

Banner Index No. To Be Charged	No. of Hours
Total Hours	

Employee Name: _____ Signature: _____

Employee Title: _____ Employee ID/SSN: _____

Justification for hours worked: _____

Supervisor/Dept. Head Name: _____ Signature: _____

Phone #: _____ E-Mail: _____

In order to pay Bi-weekly floating hours, all information must be completed and legible. Incomplete and/or illegible forms will be returned, and processed the next pay period. All forms must be returned with the timesheets.

NOTE: NOT TO BE USED for Out-of-Title Payments

Click the link to HR Out-of-Title Forms: <http://www.umdj.edu/hrweb/forms/index.htm>