



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	
							<b>WEEK 1 DATE</b>
							<b>Totals</b>
							<b>WEEK 2 DATE</b>
							<b>Totals</b>

<b>Banner Index No. To Be Charged</b>	<b>No. of Hours</b>
_____	_____
_____	_____
_____	_____
<b>Total Hours</b>	_____

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>