

Johns Hopkins University Maryland Employee Timesheet

Name: _____

PERNR: _____

Department: _____

Cost Center or Internal Order: _____

Week Ending Date (Sunday): _____

Day	Hours Worked	Sick & Safe Leave Hours Taken
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours To be Paid		

For Departmental Use Only:

Hours Eligible for Sick an Safe Leave

Hours Carried Over From Prior Week	Hours Worked This Week	Cumulative Hours	Hours Needed to Earn Leave	Hours To Carryover To Next Week	Sick & Safe Leave Earned

Available Sick and Safe Leave

Prior Leave Balance	Safe & Sick Leave Earned This Period	Leave Hours Available	Leave Taken This Week	New Leave Balance (capped at 64)

Employee Signature: _____

Supervisor Signature: _____

*Excludes full and part time staff and employees work in Montgomery County, MD