

61st Street Service Corporation

14 E 60th Street

New York, NY 10022

Phone: (212) 326-3309

Fax: (212) 326-8855

Bi-Weekly

Record of Hours

Period Covered _____ Through _____

Employee Name: _____ Social Security # _____

(PLEASE PRINT)

DAY	IN	OUT	TOTAL HRS.	COMMENTS	DAY	IN	OUT	TOTAL HRS.	COMMENTS
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Sunday					Sunday				
Other					Other				

Total Hours Worked Week 1 _____

Total Hours Worked Week 2 _____

Total Regular Hours Worked _____ Total Over Time Hours Worked _____

Total Vacation Hours _____

Total Sick Hours _____

Total Personal Hours _____

Total Holiday Hours _____

Signature _____ Date _____

Department _____ Telephone # _____

Approved By _____

CODES

AP - Absent with Pay

A - Absent without Pay

D - Death in Family

H - Official Holiday

J - Jury Duty

P - Personal Day

S - Sick Day

V - Vacation Day