

Sarah Lawrence College
Employee BiWeekly Timesheet

Note: Timesheets must be submitted by **12 NOON** Monday **immediately** following the end of a pay period. Timesheets received after the deadline may be processed for the following pay date. Pay day is every other Friday. A schedule of pay periods and dates is available on MySLC.

Please add a comment for "Other Time"
used (i.e. bereavement, jury duty, etc.)

I hereby certify I have entered the information on this time sheet and it represents a true statement of hours worked on days/dates referenced above.

I hereby certify I am authorized to sign this timesheet. Furthermore, I have confirmed days and hours reported are accurate.