

Bangor Township Schools

3359 East Midland Road
Bay City, MI 48706
989.684.8121
www.bangorschools.org



Biweekly Timesheet for Hourly Employees

Timesheets must be turned in to the Payroll Department by 9:00 AM on Monday of pay week.

EMPLOYEE NAME

POSITION

WEEK OF

PCMI NUMBER

SUPERVISOR

BUILDING

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
Date								
AM Time In								
AM Time Out								
PM Time In								
PM Time Out								
Total Hours								

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
Date								
AM Time In								
AM Time Out								
PM Time In								
PM Time Out								
Total Hours								

Before sending your timesheet to payroll, please be sure that you have done the following:

- Enter dates at the top of each timesheet
- Be sure that you and your supervisor sign your timesheet
- Be sure to record any time off
- PB - Personal Business
- S - Sick
- FI - Family Illness
- H - Holiday
- V - Vacation
- B - Bereavement
- UB - Union Business
- J - Jury Duty

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

TWO WEEK TOTAL