

**SLIPPERY ROCK UNIVERSITY  
SCUPA BIWEEKLY REPORTING WORKSHEET**

NAME: \_\_\_\_\_ PAY PERIOD ENDING DATE \_\_\_\_\_

PLEASE CIRCLE ONE:      EXEMPT    OR    NON-EXEMPT

COMPENSATORY LEAVE BALANCE BROUGHT FORWARD: \_\_\_\_\_ WORK SCHEDULE **37.50** HRS OR **40.00** HRS (CIRCLE ONE)

DAY	DATE	START	FINISH	START	FINISH	START	FINISH	TOTAL HOURS WORKED	COMP HOURS EARNED/USED	REASON FOR ADDITIONAL HOURS WORKED	OTHER LEAVE USED TYPE/HRS
SAT											
SUN											
MON											
TUES											
WED											
THURS											
FRI											
<b>TOTAL</b>											
SAT											
SUN											
MON											
TUES											
WED											
THURS											
FRI											
<b>TOTAL</b>											

COMPENSATORY LEAVE BALANCE FORWARD: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLETE BIWEEKLY AND FORWARD TO HUMAN RESOURCES BY NOON ON PAYDAY FRIDAYS.