WESTERN MICHIGAN UNIVERSITY

Facilities Management Semimonthly Pay schedule
Exempt Staff Attendance Reports

☐ 7-1-24 to 7-14-24 (7/12/24)	SM2414	☐ 1-01-25 to 1-14-25 (1/13/25)	SM2502
☐ 7-15-24 to 7-31-24 (7/30/24)	SM2415	☐ 1-15-25 to 1-31-25 (1/29/25)	SM2503
☐ 8-01-24 to 8-14-24 (8/13/24)	SM2416	☐ 2-01-25 to 2-14-25 (2/12/25)	SM2504
☐ 8-15-24 to 8-31-24 (8/28/24)	SM2417	☐ 2-15-25 to 2-28-25 (2/26/25)	SM2505
☐ 9-01-24 to 9-14-24 (9/11/24)	SM2418	☐ 3-01-25 to 3-14-25 (3/12/25)	SM2506
☐ 9-15-24 to 9-30-24 (9/25/24)	SM2419	☐ 3-15-25 to 3-31-25 (3/26/25)	SM2507
☐ 10-01-24 to 10-14-24 (10/10/24)	SM2420	☐ 4-01-25 to 4-14-25 (4/10/25)	SM2508
☐ 10-15-24 to 10-31-24 (10/30/24)	SM2421	☐ 4-15-25 to 4-30-25 (4/24/25)	SM2509
☐ 11-01-24 to 11-14-24 (11/13/24)	SM2422	☐ 5-01-25 to 5-14-25 (5/14/25)	SM2510
☐ 11-15-24 to 11-30-24 (11/26/24)	SM2423	☐ 5-15-25 to 5-31-25 (5/29/25)	SM2511
☐ 12-01-24 to 12-14-24 (12/13/24)	SM2424	☐ 6-01-25 to 6-14-25 (6/12/25)	SM2512
☐ 12-15-24 to 12-31-24 (12/20/24)	SM2501	☐ 6-15-25 to 6-30-25 (6/26/25)	SM2513

☐ No time off during pay period

*Please complete timesheet in 15 minute increments using decimals (i.e. 0.25, 0.50, 0.75)

Date	Sick Leave Used	Annual Leave Used	Holiday Leave Used	Funeral Leave Used
	Hours	Hours	Hours	Hours
Total Used	SL	AL	HL	FL

Name: Employee ID #:

Signature: Date:

Approved by: Date:

FM-210-FY24-25