

HOURLY EMPLOYEE TIMESHEET
(Student, Part-Time, Temporary & On-Call Employees)



Timesheets must be signed by employee and supervisor and all information must be completed before pay will be processed. PRINT LEGIBLY. Please see reverse side for payroll periods and submission deadlines. SUPERVISORS MUST SUBMIT TIMESHEETS TO PAYROLL.

NAME (Print legibly) (Last) (First) EMPLOYEE ID (See paystub)

DEPARTMENT/SUPERVISOR FUND ORG CODE

POSITION CODE-SUFFIX (XX0000-00) JOB TITLE

PAY PERIOD BEGIN: / /

PAY PERIOD END: / /

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
WEEK ONE TOTAL HRS								

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
WEEK TWO TOTAL HRS								

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
WEEK THREE TOTAL HRS								
TOTAL PAY PERIOD HRS								

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____