



## HOURLY EMPLOYEE TIMESHEET 2009

*(Student, Part-Time, Temporary & On-Call Employees)*

Timesheets must be signed by 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 Pay stub) \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_ **ACCOUNT NUMBER (00-00-00-0000)** \_\_\_\_\_ **OBJECT CODE (- 0000)** \_\_\_\_\_

\$ \_\_\_\_\_

**POSITION TITLE** \_\_\_\_\_ **Hourly Rate** \_\_\_\_\_ **SUPERVISOR** \_\_\_\_\_

**PAY PERIOD BEGIN:**     /     /     **PAY PERIOD END**     /     /

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THUR								
FRI								
SAT								

Total Hrs \_\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THUR								
FRI								
SAT								

Total Hrs \_\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	SUBTOTAL	TIME IN	TIME OUT	SUBTOTAL	TOTAL HRS
SUN								
MON								
TUE								
WED								
THUR								
FRI								
SAT								

Total Hrs \_\_\_\_\_

**TOTAL PAY PERIOD HOURS:** \_\_\_\_\_  
Hrs in Qtr Hr decimal form (".0", ".25", ".5", and ".75")

**EMPLOYEE SIGNATURE :** \_\_\_\_\_ **DATE** \_\_\_\_\_

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

*Supervisor: Your Signature means that you accept responsibility that the hours and rate listed are correct.*

**Timesheets will not be processed without:**

- Account Number   
  Dates Worked   
  Supervisor Signature   
  Employee ID#   
  Hourly Rate

