

***** DO NOT USE YOUR SOCIAL SECURITY NUMBER *****

**** If you do not know your EID, do not enter your social security number. Leave it blank. ****

North Carolina State University -- Bi-weekly Temporary Employee Time Record

Name		Work Period Beginning	PRID	Entomology	Time Sheet Due Date
					Pay Day
		Work Period Ending	Dept.		Contact:
EID#			BOX #	7613	Michele 5-2747 Fax 5-7746

	Saturday 1/0		Sunday 1/1		Monday 1/2		Tuesday 1/3		Wednesday 1/4		Thursday 1/5		Friday 1/6	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Daily hrs														

TOTAL HOURS WEEK 1: _____

	Saturday 1/7		Sunday 1/8		Monday 1/9		Tuesday 1/10		Wednesday 1/11		Thursday 1/12		Friday 1/13	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Daily hrs														

TOTAL HOURS WEEK 2: _____

TOTAL HOURS THIS TIMESHEET: _____

Signatures

Have you worked for any other University Department or State government agency during this pay period? YES NO

If yes, indicate department/agency: _____

I certify that all hours/flat rate amount have been recorded accurately.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____

Supervisor' Print Name

HOURS							APPROVAL SIGN & DATE		
DAILY	WEEKLY	TOTAL	ROUNDING	O.T.	HOLIDAY	INITIALS			
Rate Amt:	Earnings Code	FAS Account	Labor Object	W/A Position #	Entered By:				

Records must be maintained in the department for four years. Do not forward to Payroll. Reproduce as needed. Please make any necessary corrections or changes

Special Notes

- All partial hours worked must be rounded off to the closest 1/4 hour.**
For example: 8 hrs and 10 mins= 8:25 not 8.1;
similarly, 8 hours 5 minutes = 8:00 not 8.05. So 15 mins= .25, 30 mins= .50, 45 mins= .75.
- Do not send your time sheet by courier/campus mail.
- Use BLACK or BLUE INK to complete your timesheet. Time sheets completed in pencil are unacceptable.
- Timesheets must be signed by you and your supervisor.
- Timesheets with missing signatures will not be processed. You must submit original timesheets as copies will not be accepted
- ANY AND ALL ERRORS, scratchouts, etc. must be CORRECTED AND INITIALED BY BOTH YOU AND YOUR SUPERVISOR.**