

Employee ID _____ Box # _____
 Employee Name _____
 Department _____ Invoice Contact _____
 Time Sheet Due Date _____ Pay Period _____ Payday _____

<u>Sat</u>		<u>Sun</u>		<u>Mon</u>		<u>Tues</u>		<u>Weds</u>		<u>Thurs</u>		<u>Fri</u>	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____
 Week Ending _____ Total Hours Worked _____

<u>Sat</u>		<u>Sun</u>		<u>Mon</u>		<u>Tues</u>		<u>Weds</u>		<u>Thurs</u>		<u>Fri</u>	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____ Daily Total _____
 Week Ending _____ Total Hours Worked _____

Department Code (OUC) _____ Account Code _____ Hourly Rate _____
 Project Number _____ Work Against Position Number _____

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 amounts have been recorded accurately

 Supervisor's Signature Date Employee's Signature Date

- 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.
- All partial hours worked must be rounded off to the closest 1/4 hour. For example, 8 hours 10 minutes = 8.25 not 8.1, similarly, 8 hours 5 minutes = 8.00 not 8.05
 - Do not send your time-sheet by courier/campus mail
 - Use black or blue ink to complete your time-sheet. Time-sheets completed by pencil are unacceptable
 - Time-sheets must be signed by you and your supervisor
 - Time-sheets with missing signatures will not be processed. You must submit original time-sheets as copies will not be accepted
 - Any and all errors, scratchouts, etc. must be corrected and initialed by both you and your supervisor.
- For example: if you make two errors, both errors must be corrected and initialed by you and your supervisor.