

# NC STATE UNIVERSITY

DIVISION OF HUMAN RESOURCES

## Timesheet - Biweekly Temporary Employees

Employee ID \_\_\_\_\_ Box # 7612

Employee Name \_\_\_\_\_

Department Plant Biology Invoice Contact Michelle Sabatelli

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) 110801 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.

1 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

2 Do not send your time-sheet by courier/campus mail

3 Use black or blue ink to complete your time-sheet Time-sheets completed by pencil are unacceptable

4 Time-sheets must be signed by you and your supervisor

5 Time-sheets with missing signatures will not be processed You must submit original time-sheets as copies will not be accepted

6 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.