

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
RESEARCH FOUNDATION HOURLY TIME SHEET – NON-PROFESSIONAL EMPLOYEE

NAME OF EMPLOYEE:				PROJECT #	
<input type="checkbox"/> SWR <small>regular hourly</small>	<input type="checkbox"/> SWG <small>graduate hourly</small>	<input type="checkbox"/> SWU <small>undergraduate hourly</small>	<input type="checkbox"/> SWS <small>summer hourly</small>	TASK #	
DEPARTMENT				AWARD #	
				PAY PERIOD <small>(INCLUDE MONTH, DAY, YEAR)</small>	
				FROM	TO

Time sheet should be completed in ink and submitted to the Administrative Services, HAB 40, on Tuesday following pay day. Regular hourly employees are paid on a lag basis.

DAY	DATE	IN	LUNCH		OUT	HOURS WORKED
			OUT	IN		
SAT						
SUN						
MON						
TUES						
WED						
THURS						
FRI						
WEEKLY TOTAL						

DAY	DATE	IN	LUNCH		OUT	HOURS WORKED
			OUT	IN		
SAT						
SUN						
MON						
TUES						
WED						
THURS						
FRI						
WEEKLY TOTAL						

I certify that the above is a true statement of hours worked. The distribution of effort is a reasonable estimate of work performed on sponsored projects.

TOTAL HOURS WORKED _____

RATE OF PAY _____

AMOUNT DUE _____

EMPLOYEE DATE

PROJECT DIRECTOR DATE

PROJECT DIRECTOR – PRINTED NAME

Distribution: White - Administrative Services
 Yellow - Project Director
 Pink - Employee