

REGULAR TEMPORARY SERVICE TIME SHEET

1. Time sheets must be completed in blue ink. Hours must be in quarter hour increments.
2. Time sheets must be submitted to the Payroll Office, HAB 301, by the scheduled deadline. Please refer to the Regular temp Service Payroll Schedule for deadlines and paycheck dates.
3. Time sheet must be submitted to payroll directly from the supervisor (either in person, through campus mail, or Payroll dropbox) by the deadline date.

FULL NAME _____
(PRINT)

LAST 4 DIGITS OF SOCIAL SECURITY #

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ACCOUNT NUMBER _____

DEPARTMENT _____

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

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

"I hereby certify that this time sheet is a true statement of hours worked."

EMPLOYEE DATE

"I certify that I have reviewed this timesheet and it is a true statement of hours worked by the above named employee"

SUPERVISOR DATE

SUPERVISOR - PRINTED NAME DATE

OT APPROVAL (must be approved by OT Ineligible Supervisor.)

TOTAL HOURS WORKED _____

RATE OF PAY _____

AMOUNT DUE _____

Distribution: White - Payroll Office
 Yellow - Department
 Pink - Employee