

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.

1. Student workers & temp hourly employees must utilize Kaba to record punch data. (If Kaba is not available and your college division approved this paper timesheet then enter the exact In/Out times each day worked during the pay period. The supervisor and/or timekeeper within the division will update the employee timesheet in the HR System.)

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.