



# TIME SHEET

Pay Period: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Direct Deposit? Y  N

FULL NAME																	
PROGRAM																	
	DAY OF MONTH																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		HOURS
HOURS																	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	HOURS
HOURS																	
Please use <b>INK</b> . Record using quarter hours (IE .25, or .5, or .75)																TOTAL HOURS:	

*By signing below, I certify all time reported above is accurate for days indicated to the best of my knowledge.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Time cards are not considered valid until properly signed. Each employee is responsible for the proper completion of his/her time sheet. Instructional time sheets (that includes nearly everyone) are to be turned in to the Instructional Vice President for approval, not Finance Office. Thanks!**

Reminder: You have about a week after the close of each pay period to turn in the completed sheets. For the periods ending each month on the 15<sup>th</sup>, time sheets are due by the 23<sup>rd</sup> of the same month. For the periods ending the last day of each month, timesheets are due by the 8<sup>th</sup> of the following month.