



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 INK . 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 Academic Vice President (Max Lowe) 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 15th, time sheets are due by the 23rd of the same month. For the periods ending the last day of each month, timesheets are due by the 8th of the following month.