



Hourly Wage Time Sheet

Instructions: Hours for wage employees are reported and paid on a bi-weekly basis. See back of timesheet for a schedule of pay periods. Enter date and total hours worked each day. Fractions of hours are to be in decimal units of .25, .50 or .75. All information is required for data entry. Timesheets will not be accepted without supervisor's signature. Paychecks are available at the cashier's office on the date and times listed on the back of this timesheet. **Please print in ink.**

Employee: _____
(Print your name)

Employee Payroll Number: _____

Department: _____

Pay Period: (see reverse) From _____ To _____

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total Hours
Date								
Hours								
Date								
Hours								
Total for pay period								

Employee Signature

Date

Supervisor Signature

Date

Payroll Initials: _____

Date of Data Entry: _____

Overtime Approval: _____

Paychecks
Distributed
9:00 am-4:30 pm
at Cashier's Office

Timesheets due in
Payroll Office
By 12:00 pm

Pay Period

06/12 to 06/25/09	06/29/09	07/13/09
06/26 to 07/09/09	07/13/09	07/27/09
07/10 to 07/23/09	07/27/09	08/10/09
07/24 to 08/06/09	08/10/09	08/24/09
08/07 to 08/20/09	08/24/09	09/07/09
08/21 to 09/03/09	09/07/09	09/21/09
09/04 to 09/17/09	09/21/09	10/05/09
09/18 to 10/01/09	10/05/09	10/19/09
10/02 to 10/15/09	10/19/09	11/02/09
10/16 to 10/29/09	11/02/09	11/16/09
10/30 to 11/12/09	11/16/09	11/30/09
11/13 to 11/26/09	11/30/09	12/14/09
11/27 to 12/10/09	12/14/09	12/28/09
12/11 to 12/24/09	12/28/09	01/11/10
12/25 to 01/07/10	01/11/10	01/25/10
01/08 to 01/21/10	01/25/10	02/08/10
01/22 to 02/04/10	02/08/10	02/22/10
02/05 to 02/18/10	02/22/10	03/08/10
02/19 to 03/04/10	03/08/10	03/22/10
03/05 to 03/18/10	03/22/10	04/05/10
03/19 to 04/01/10	04/05/10	04/19/10
04/02 to 04/15/10	04/19/10	05/03/10
04/16 to 04/29/10	05/03/10	05/17/10
04/30 to 05/13/10	05/17/10	05/31/10
05/14 to 05/27/10	05/31/10	06/14/10
05/28 to 06/10/10	06/14/10	06/28/10