

WEEKLY TIMESHEET

WEEK BEGINNING:

Work weeks are Saturday-Friday. Timesheets are due to your Supervisor the **first Monday** following the last day of the work week. If Monday is a holiday, timesheets are due the following business day.

JOB TYPE:
 BLDG/DEPT:

If you worked multiple jobs or in multiple buildings, you must complete a separate timesheet for each job/building.

EMPLOYEE NAME:
 SUPERVISOR NAME:

DAY/DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	EXCEPTION PAY	REASON/EVENT/STUDENT NAME
SAT						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
SUN						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
MON						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
TUE						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
WED						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
THU						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	
FRI						NONE	
						CALAMITY PAY	
						HOLIDAY PAY	

TOTAL HOURS:

Please total your hours and ensure all information above is complete before signing and submitting your timesheet. **Incomplete or incorrect timesheets will be returned to the employee for resubmission**, which may delay payment.

 EMPLOYEE SIGNATURE

 DATE

DATE RECEIVED BY PAYROLL:

PAY DATE:

 SUPERVISOR SIGNATURE

 DATE

 PAYROLL SIGNATURE

 DATE