

Report of Daily Hours Worked

Period Ending April 14, 2012

Employee _____ (PLEASE PRINT FULL LEGAL NAME) Employee ID# _____ (DO NOT USE SOCIAL SECURITY NUMBER) Department _____ (PLEASE PRINT)

Position Title _____ Position Code _____

		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Regular Hours	Over 40 Hours
Week Of:	03/10/12	4	5	6	7	8	9	10		
	INS									
	OUTS									
	LEAVE									
	Total									
Grand Total Hours										
Week Of:	03/17/12	11	12	13	14	15	16	17		
	INS									
	OUTS									
	LEAVE									
	Total									
Grand Total Hours										
Week Of:	03/24/12	18	19	20	21	22	23	24		
	INS									
	OUTS	SPRING BREAK CAMPUS CLOSED								
	LEAVE									
	Total									
Grand Total Hours										
Week Of:	03/31/12	25	26	27	28	29	30	31		
	INS									
	OUTS									
	LEAVE									
	Total							PAY DAY		
Grand Total Hours										
Week Of:	04/07/12	1	2	3	4	5	6	7		
	INS									
	OUTS									
	LEAVE									
	Total									
Grand Total Hours										
Week Of:	04/14/12	8	9	10	11	12	13	14		
	INS									
	OUTS									
	LEAVE									
	Total									
Grand Total Hours										
									TOTAL HOURS	

I VERIFY THAT I HAVE REPORTED ALL HOURS WORKED AND THAT THE HOURS REPORTED ABOVE ARE ACCURATE.

RECORD OF LEAVE HOURS	
SICK LEAVE	_____
PERSONAL LEAVE	_____
LWOP	_____
OTHER	_____

FOR PAYROLL USE ONLY	
Regular Hours	_____
OT Hours	_____
Total Hours	_____
Total Hours Worked	_____

Employee Signature _____
Date

Supervisor Signature _____
Date

Supervisor Print Name

*Both Employee AND Supervisor MUST sign AND date the time sheet prior to turning in to Payroll Department.