



Time Sheet

Time is paid in increments of 15 minutes or .25.
Week Totals must be filled in and include all hours worked.

NAME:	Campus:
Pay Period From:	To:

	In	Out	TTL Hours	Notes / Labor Codes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Sat./ Sunday				
				WEEK TOTAL
				Paid Time Off – Attach Approval Form
				Labor Split TTLS
				Labor Split TTLS

	In	Out	TTL Hours	Notes / Labor Codes
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Sat./ Sunday				
				WEEK TOTAL
				Paid Time Off – Attach Approval Form
				Labor Split TTLS
				Labor Split TTLS

	PAY PERIOD TOTAL
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I verify the above record to be complete and accurate.

_____ Employee's Signature _____ Date

Approval & Date

_____ Supervisor's Signature _____ Date