

PAYROLL TIME SHEET

Building \ Department _____

Employee Name: _____
(Please Print)

Date: _____ to _____

Position: _____

1st Week

Date	Day	Hours Worked (not including lunch)	Time In	Time Out	Comments, Description, Program, etc. If additional hours are worked, provide brief explanation	Substitute for: (if applicable)
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total _____

2nd Week

Date	Day	Hours Worked (not including lunch)	Time In	Time Out	Comments, Description, Program, etc. If additional hours are worked, provide brief explanation	Substitute for: (if applicable)
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total _____

(For Office Use Only)

Budget Code: _____

(Employee Signature)

(Date)

(Approved by)

(Date)