

## TIME SHEET FOR PART-TIME AND NON EXEMPT STAFF

Time sheet for payroll ended \_\_\_\_\_

Name: \_\_\_\_\_ Social Security # or K #: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Code: \_\_\_\_\_

OT Code: \_\_\_\_\_

	Date	Hours	Date	Hours	Date	Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
<b>Weekly Totals</b>						
Regular Hours						
Overtime Hours						

Reason for Overtime	Supervisor Approval

**Totals**

	<b>Totals</b>
	<b>Regular</b>
	<b>Overtime</b>

I certify that this is a true and correct record of the actual time worked  
by me during the period ending \_\_\_\_\_.

Employee signature: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Part-time Employees:** Mark your timesheet for actual hours worked through the appropriate cut -off date  
Shown on the payroll cut-off calendar.