

Timesheet for Temporary, Hourly Paid Employees

Name: _____ Account #: _____ PP# _____

Dept: _____ Rate: _____

Line# _____ PP Dates: _____

Week 1 is split for payroll reporting purposes.

Week 1	MON	TUE	WED						
Date:									
In									
Out									
In									
Out									
Daily Total	0.00	0.00	0.00					0.00	

This column
for Payroll
use only

Total

Week 1				THURS	FRI	SAT	SUN		
Date:									
In									
Out									
In									
Out									
Daily Total				0.00	0.00	0.00	0.00	0.00	

Wk. 1
Total

Week 2	MON	TUE	WED	THURS	FRI	SAT	SUN		
Date:									
In									
Out									
In									
Out									
Daily Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Wk. 2
Total

Total

I hereby certify that this time sheet is a true statement of performance and hours worked and that the work was performed in a satisfactory manor.

Total both
weeks

Total both
weeks

Employee's signature _____ date _____

0.00

I certify that the days and hours indicated above represent time worked by the employee including any holiday hours noted and initialed by me, and that the employee is entitled to payment thereof.

Supervisor's signature _____ date _____

Incomplete time sheets will be returned and payment will be delayed.