

New Employee Time Sheet

All entries must be printed neatly in ink. Total time should be shown in whole or quarter hours. Dates must be entered. Form must be signed by time sheet approver.

Name:					Campus ID	
Day	Date	In/Out	In/Out	Total Hours	Office Use Only	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
First Week Hours Worked						
Day	Date	In/Out	In/Out	Total Hours	Office Use Only	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Second Week Hours Worked						
_____	Exempt Regular		Total Hours Worked			
_____	Non Exempt		Rate of Pay			
_____	Contingient 1		Total Salary			

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I certify that I worked the above hours as indicated.

Employee Signature:	Date:
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Supervisor Signature:	Date:
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