



PAYROLL TIME SHEET FOR HOURLY EMPLOYEES

DAY	DATE		MORNING		AFTERNOON		EVENING		TOTAL	
	MONTH	DAY	FROM	TO	FROM	TO	FROM	TO	HOURS	MINUTES
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

TOTAL HOURS: _____

Instructions:

- This form should be used to report salary for part-time or temporary employees.
- Payment will be made only if the employee is on the payroll. New employees are placed on the payroll when the notice of employment has been submitted to Human Resources and the employee has completed a W-4 form.
- This payroll time sheet must be signed by the employee's immediate supervisor.
- The payroll time sheet must be delivered to the payroll office before 12:00 am of the Monday immediately following the pay period.

I certify that I have worked for the above time for the _____ Department.

Employee name: _____ Signature _____

Approved by _____ Signature _____