



**PAYROLL TIME SHEET FOR HOURLY EMPLOYEES**

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

**TOTAL HOURS:** \_\_\_\_\_

**Instructions:**

- This form should be used to report salary for part-time or regular employees. Utica College Students are not to use this form.
- 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 on or before 11:00 am of the Monday preceding the pay date.

I certify that I have worked for the above time for the \_\_\_\_\_ Department.

Employee name: \_\_\_\_\_ Signature \_\_\_\_\_

Approved by \_\_\_\_\_ Signature \_\_\_\_\_