



Hourly Payroll Time Record

EMPLOYEE INSTRUCTIONS: USE INK ONLY. Fill out this record of TOTAL hours worked each day. **DO NOT USE WHITEOUT.** At the end of the payroll period, total hours, sign and leave this Payroll Time Record with your supervisor.

LAST NAME		FIRST NAME					MIDDLE INITIAL		Employee ID		
Month	1	2	3	4	5	6	7	8	9	10	
Year	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	Total Hrs.

SUPERVISORS: Check hours on weekends & holidays. **DO NOT USE WHITEOUT.** Draw line through error, make correction, & initial. Any changes to hours worked **MUST** be initialed by supervisor & employee. Email **PAYROLL** right away if there is a schedule change after timesheet has been submitted. Note special circumstances in comment section.

COMMENTS _____

SICK LEAVE TAKEN

DATE										
HOURS										

COMMENTS _____

By signing and dating below, I certify the above records to be true and correct.

		Hourly Rate
Employee's Signature	Department	Date

SUPERVISOR'S INSTRUCTIONS: Assign proper budget number, enter department, check total hours and sign. Forward completed Payroll Time Record to the Payroll Office by dates and times on Payroll Schedule.

Supervisor's Signature	Budget	Date
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PAYROLL USE ONLY

BUDGET NUMBER	
145 - 162 -	- AD01
145 - 162 -	- AD01
145 - 162 -	- AD01
145 - 162 -	- AD01
145 - 162 -	- AD01
DATE PAID	AMOUNT PAID