

VOUCHER FOR HOURLY PAID EMPLOYEES

LABORATORY
OR SERVICE

ORGANIZATION #

TODAY'S DATE

PERIOD FROM

TO

(inclusive)

PTAO

WORK DATES AND NUMBER OF HOURS WORKED PER DAY

FOR PAYROLL USE ONLY	NAME	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL
		DATE	DATE	DATE	DATE	DATE	DATE	DATE	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	
		HRS	HRS	HRS	HRS	HRS	HRS	HRS	

The work week for employees on this payroll covers the period from Monday through Sunday.
This time voucher must be submitted to Human Resources every Friday.

SIGNATURE OF LABORATORY/DEPARTMENT HEAD*

DATE

*Laboratory or Department Head must authorize designee signature in writing to Human Resources.