

Web Time Entry Closed

ALL INFORMATION MUST BE COMPLETED, INCLUDING SIGNATURES, FOR TIME SHEET TO BE PROCESSED. RETURN COMPLETED TIME SHEET TO THE HUMAN RESOURCES OFFICE.

Full Name: Emma Chandler ☒ Student ☐ Staff

Concordia ID: 900158141 Department: Biology

Pay Period Dates: ~~June 3 - June 16~~ June 3 - June 16

Position Number: W9985000 (This is the number on your time sheet that begins with a W or S)

Please fill in the date and hours worked. Hours must be specified by date.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Month/Date	6/3	6/4	6/5	6/6	6/7	6/8	6/9	
# of Hours	0	8	8	8	8	8	0	40
Code (Staff only)								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Month/Date	6/10	6/11	6/12	6/13	6/14	6/15	6/16	
# of Hours	0	8	8	8	8	8	0	40
Code (Staff only)								

Emma Chandler
Employee Signature

6/18/18
Date

Supervisor Signature

Date

Office Use Only:

Timesheet status: NS IP PEND AP

Timesheet cancelled ☐

PHAHOUR:

Code _____ Hours _____

Date Entered _____ Initials _____

Revised 03/30/18

Web Time Entry Closed

ALL INFORMATION MUST BE COMPLETED, INCLUDING SIGNATURES, FOR TIME SHEET TO BE PROCESSED. RETURN COMPLETED TIME SHEET TO THE HUMAN RESOURCES OFFICE.

Full Name: Marley Lund ☒ Student ☐ Staff

Concordia ID: 900162818 Department: Biology

Pay Period Dates: June 3 - June 16

Position Number: W99850-00 (This is the number on your time sheet that begins with a W or S)

Please fill in the date and hours worked. Hours must be specified by date.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Month/Date	6/3	6/4	6/5	6/6	6/7	6/8	6/9	
# of Hours	0	8	8	8	8	8	0	40
Code (Staff only)								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Month/Date	6/10	6/11	6/12	6/13	6/14	6/15	6/16	
# of Hours	0	0	0	0	0	0	0	0
Code (Staff only)								

Marley Lund
Employee Signature

06/18/18
Date

Supervisor Signature

Date

Office Use Only:

Timesheet status: NS IP PEND AP

Timesheet cancelled ☐

PHAHOUR:

Code _____ Hours _____

Date Entered _____ Initials _____

Revised 08/2018