

Time Sheet Summary Temporary Non-Student Employees

INSTRUCTIONS: Temporary Non-student Employees must complete a time sheet on a **weekly basis**

Step 1: Completed time sheets should be signed and given to the Supervisor/Department Administrator.

Step 2: After reviewing the time sheet for accuracy and completeness, the Supervisor/Department Administrator needs to transfer the information from the individual time sheet onto this *Time Sheet Summary*. Please use the Overtime Hours column to report hours in excess of 40.

Step 3: The completed and signed Time Sheet Summary must be submitted to the **HRM Customer Service Center in 250 CP by 4:30 P.M. each Monday. If Monday is a Holiday, Time Sheets are due the Friday before.**

Department Name:

Employee Name	NUID #	Position Number	Earnings Begin Date	Earnings End Date	Regular Hours	Overtime Hours	Total Hours
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Weekly Totals

Manager Signature

Manager Name (Please Print)

Date

Phone Number

By the above signature I agree that the contents of this form is a true record of the time worked and have been complied with the stated University policy regarding Time and Attendance.

HRM Customer Service Center
250 Columbus Place
617-373-2230

1/10/2012