

policy regarding Time and Attendance.

Completed By: _____

Time Sheet Summary Temporary Non-Student Employees

Date Completed:

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

- Completed time sheets should be signed and given to the Supervisor/ Department Administrator. Step 1:
- 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.
- The completed and signed Time Sheet Summary must be submitted to the HR/Payroll Service Center in 250 CP, by 4:30 PM each Monday*. Step 3: If Monday is a Holiday, Time Sheets are due the Friday before.

Department Name:				Department ID:			
Employee Name	Employee ID*	Position Number	Earnings Begin Date	Earnings End Date	Regular Hours	Overtime Hours	Total Hours
		WEEK TOTALS:					
Manager Signature		Date					

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