



**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 **HR/Payroll Service Center in 250 CP**, by **4:30 PM each Monday\***.  
***If Monday is a Holiday, Time Sheets are due the Friday before.***

Department ID: \_\_\_\_\_

Employee Name	Employee ID*	Position Number	Earnings Begin Date	Earnings End Date	Regular Hours	Overtime Hours	Total Hours
* This is not the SSN #				WEEK TOTALS:			

**\* This is not the SSN #**

Date

Date Completed: \_\_\_\_\_