



**Classified Temporary
HOURLY Non-Exempt
Employee Timesheet**

Pay period runs 13th through the 12th of the following month

Month/Year: Employee ID No.:

Name (Please Type):

Department:

FTE: Est. Hours Worked Over FTE Monthly Avg:

Supervisor's Name (Please Type):

We certify that the hours indicated on this record are correct

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Submit approved timesheet to the Payroll Services Dept (Churchill Hall - Rm 2 business days after the 12th of the month

Temporary employees who have worked an average of 4 hours or more per week during the most recent calendar quarter and have a reasonable expectation of continued employment are eligible to receive additional pay, see Article 68 Section 12.

For Payroll Use Only						
Hours Worked	Total Hours	Standard Month				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
For Payroll Use Only	Sick Leave	Comp FLSA	Comp Cont.	Shift Diff.	LWOP	Other
Beginning Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Accrued	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Taken	-	-	-	-	-	-
Next Month Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day	Date	Show Actual Hours Worked				Total Work Hours			Leave Hours Used					
		Shift 1 - Time In	Shift 1 - Time Out	Shift 2 - Time In	Shift 2 - Time Out	REG	OT PAY	OT COMP	Sick Leave	Comp FLSA	Comp Cont.	Shift Diff.	LWOP	Other (expl)
	1/1/2017	8:15 AM	12:00 PM	12:30 PM	2:00 PM	7.25			2.75					
SU						0.00								
M						0.00								
T						0.00								
W						0.00								
Th						0.00								
F						0.00								
SA						0.00								
SU						0.00								
M						0.00								
T						0.00								
W						0.00								
Th						0.00								
F						0.00								
SA						0.00								
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SA						0.00								
SU						0.00								
M						0.00								
T						0.00								
W						0.00								
Th						0.00								
F						0.00								
SA						0.00								
SU						0.00								
						For Payroll Use Only								
Hours Accrued						Weekly Total # 1			-	-	-	-	-	-
						Weekly Total # 2			-	-	-	-	-	-
Hours Taken						Weekly Total # 3			-	-	-	-	-	-
						Weekly Total # 4			-	-	-	-	-	-
Next Month Available						Weekly Total # 5			-	-	-	-	-	-
						Totals for this Month			-	-	-	-	-	-