



# Hourly Time Sheet

Temporary Hourly

Student Worker

Payroll Use Only	
Pay ID	_____
Date	_____
Position	_____

Employee Name: \_\_\_\_\_ Employee ID/H# \_\_\_\_\_

Payroll Period: \_\_\_\_\_ Position: \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Day of Month	Hours	Check if Sick Leave	Day of Month	Hours	Check if Sick Leave	Day of Month	Hours	Check if Sick Leave	Day of Month	Hours	Check if Sick Leave
1			9			17			25		
2			10			18			26		
3			11			19			27		
4			12			20			28		
5			13			21			29		
6			14			22			30		
7			15			23			31		
8			16			24			Total Hours		

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date Signed

Expense Account#: Fund                      ORG                      Account                      Program

Approved timesheets are due in the Payroll office by the 2nd of the month to be paid on the 10th.

Late timesheets will be paid on the next available payroll.

cc the Payroll Supervisor in the signature approval process; or deliver to Payroll, B204.

Calculate daily hours to the nearest quarter hour.

If an employee works more than five (5) consecutive hours, an unpaid lunch break of at least 30 minutes is required.

To be eligible to work as a Student worker, the employee must maintain enrollment of at least six (6) units.

Temporary Hourly employees are not authorized to work over 999 hours and/or 170 days.

# Tutor Time-Sheet

EMPLOYEE NAME: \_\_\_\_\_ WORK SITE: \_\_\_\_\_

PAY PERIOD: \_\_\_\_\_, 20\_\_\_\_\_

Date	IN	OUT	LUNCH UNPAID	IN	OUT	TOTAL HOURS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**Total Hours this pay period:**

\_\_\_\_\_

Site Supervisor Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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