

TIME SHEET FOR NON-EXEMPT EMPLOYEES

CAMPUS _____

Monthly personnel employed on an hourly basis: **Report actual hours worked with dates.**

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS
TIME WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	
NUMBER OF HOURS WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS
TIME WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	
NUMBER OF HOURS WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS
TIME WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	
NUMBER OF HOURS WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS
TIME WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	
NUMBER OF HOURS WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	

	SATURDAY DATE	SUNDAY DATE	MONDAY DATE	TUESDAY DATE	WEDNESDAY DATE	THURSDAY DATE	FRIDAY DATE	TOTAL HOURS
TIME WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	
NUMBER OF HOURS WORKED	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	

EMPLOYEE ID# _____
 IN ORDER TO PROCESS
 PLEASE ENTER ID# _____
 REV-11/8/11

PRINT NAME _____

DUTIES PERFORMED ← _____

SIGNATURE _____

FUND # ← _____

PRINCIPAL / SUPERVISOR _____