

Print NAME (last name first) \_\_\_\_\_

PAYROLL TITLE \_\_\_\_\_

EMPLOYEE ID NUMBER \_\_\_\_\_

Professional Expert

Part-Time Recreational Employee \_\_\_\_\_

Absence Code \_\_\_\_\_

Position # \_\_\_\_\_

BEGINNING MONTH \_\_\_\_\_

20 \_\_\_\_\_

ENDING MONTH \_\_\_\_\_

20 \_\_\_\_\_

Department \_\_\_\_\_

		TIME		TIME		TOTAL		DATE	TIME		TIME		TOTAL		DATE	TIME		TIME		TOTAL	
		In	Out	In	Out	Reg	OT		In	Out	In	Out	Reg	OT		In	Out	In	Out	Reg	OT
HOURS WORKED	21							1							12						
	22							2							13						
	23							3							14						
	24							4							15						
	25							5							16						
	26							6							17						
	27							7							18						
	28							8							19						
	29							9							20						
	30							10							Hourly Rate: TOTAL HOURS						
	31							11													

EMPLOYEE certifies as true and correct

DATE

SUPERVISOR certifies as true and correct

DATE