

Materials Science & Engineering

Time Sheet

Employee Name: _____
 UNID: _____
 Start Date: _____

PLEASE CALCULATE IN 15 MINUTE INCRIMENTS

Select one:										
<input type="checkbox"/>	<input type="checkbox"/>									
1 - 15th	or	16 - 31st	Weekday	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
1		16								
2		17								
3		18								
4		19								
5		20								
6		21								
7		22								
8		23								
9		24								
10		25								
11		26								
12		27								
13		28								
14		29								
15		30								
		31								

TOTAL

Supervisor/Project Name:	
Supervisor/Project Name:	

Total Hours for Job #1:	
Total Hours for Job #2:	
TOTAL HOURS	

PLEASE PRINT AND SIGN YOUR NAME VERIFYING THAT YOU WORKED THE HOURS STATED ABOVE

PLEASE PRINT NAME	EMPLOYEE'S SIGNATURE

Instructions

1. One Pay Period ONLY on this form. The 1st through the 15th or 16th through the last day of the month.
2. 15 minute increments only.
3. List day of week.
4. No TA hours are recorded on this timesheet.
5. Due on the 14th or second to last day of the month by 5:00 pm.
5. If due dates fall on a weekend, time sheets are due the previous Friday.
6. A copy of your timesheet will be sent to your supervisor.
7. You must have a current hourly assignment.
8. MAY NOT BE SUBMITTED ELECTRONICALLY.