Hourly Employee Timesheet

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

NAME:_____

Pay period beginning _____ and ending _____

This timesheet should be completed and signed by you and your supervisor. Timesheets must be received in Human Resources by the 19th of every month. If the 19th is on a weekend or holiday, turn it in on the last working day before the 19th.

Employees are not authorized to work more than they are scheduled or more than 40 hours per week without prior approval from their supervisor. The work week begins at 12:01am on Sunday and ends at midnight on Saturday.

An employee must take a ten minute rest period during four consecutive hours of work and cannot work more than five consecutive hours without a thirty minute unpaid meal period.

All employees are required to have completed new hire paperwork (I-9, W-4, etc.) available in Human Resources prior to beginning work. Employees cannot be paid if their file is not complete.

I affirm that this timesheet is true and correct to the best of my knowledge.

_____

Employee's Signature *Date*

_____

Supervisor's Signature *Date*

Department Charged:_____

G/L Account Number:_____

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