TIME SHEET FOR NONEXEMPT PART TIME EMPLOYEES AND STUDENTS

Budget Manager Signature - MANDATORY

Date



Employee Name	ne				Position Nu	mber											
Employee ID #					Time Queue												
Pay Period																	
	•	Enter hour	s below; do	not input t	ime of day v	vorked. Con	nplete one f	orm per pay	period. Ple	ase forward	the comple	ted form to	Payroll in S	t. Mary's Ro	om 413, +1	663	
Earnings Type	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th		Total Used
Regular Pay																	
Total Hours																	
Earnings Type	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Total Used
Regular Pay																	
Total Hours																	
					_												
Employee Signature Date																	
					_												
Supervisor Signature - MANDATORY Date					Supervisor Print Name - MANDATORY												

Budget Manager Name - MANDATORY