

HOURLY TIMESHEET

Employee Name: _____

Department/Campus: _____

Budget Code: _____



	<u>Date</u>	Time				Daily Total Hours
		In	Out	In	Out	
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						

Weekly Total Hours
<p>Regular Hours: _____</p> <p>OT Hours: _____</p>

Employee Signature

Supervisor Signature

Date