

PART-TIME EMPLOYEE TIME REPORT

This Time Report must be used as a sign-in/sign-out sheet and completed on a daily basis. The Time Report will assist your supervisor in monitoring the hours you worked. These hours should not exceed the number of hours you have been assigned.

At the end of the pay period sign this report and submit it to your supervisor for signature. This report will then be forwarded to the Library Office. You are also required to enter your time electronically. The time entered on this sheet will be used to correct any discrepancies on your electronic submission.

Employee Name _____ Pay Period _____

Job Location _____ Campus/East or West _____

Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked
M						
T						
W						
R						
F						
S						
S						
M						
T						
W						
R						
F						
S						
S						
Total Hours Worked						
Earnings						\$

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____