UTM
Human Resources

Bi-Weekly Timesheet

First Name	Last Name	Personnel Number

DATE (i.e. June 1)	MORNING		AFTERNOON		EVENING		TOTAL HOURS	
	Start	Finish	Start	Finish	Start	Finish		
Sun:								
Mon:								
Tues:								
Wed:								
Thurs								
Fri:								Wk. 1 Total
Sat:								
Sun:								
Mon:								
Tues:								
Wed:								
Thurs								
Fri:								Wk. 2 Total
Sat:								

$_____ CC/IO:_____ CF:_____ FUND:_____ _____

Hourly Rate **Account Number** **Supervisor's Signature / Date**

Description of Duties: _____

Submit to Human Resources, Academic Annex, Room 112

PAYROLL USE ONLY

Reg. Hours	Hourly Rate	O/T Hours	O/T Rate	Total
			Subtotal	
			Vacation Pay	
			Total $ Rec'd	

Last Revised Sept 2017