

First Name	Last Name	Personnel Number

DATE	MORNING / AFTERNOON				AFTERNOON / EVENING				TOTAL HOURS
	Start – Finish Time				Start – Finish Time				
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				